

Public Schools

Job Description

Department: Special Education

Job Title: Early Childhood Special Education Para

Qualifications:

- An Associate's degree, OR completion of 48 semester hours or 72 quarter hours at an institution of higher learning, OR demonstrated proficiency in the ability to assist in the instruction of reading, writing and mathematics via state or locally approved competency test.

- Ability to lift up to 50 pounds on a regular basis

- First Aid/CPR training

Reports to: Executive Director of Student Services and Transportation Supervisor

Essential Functions:

- Working with children individually or in small groups under teacher direction.

- Be assigned to miscellaneous duties around the classrooms; i.e., bulletin boards, preparing materials, readying the equipment, house cleaning, preparing snacks, duplicating materials, etc.

- Assist children in specific arts and crafts activities.

- Ability to lift a minimum of 50 pounds, and be able to adapt to the physical demands of

this position

- Assist/accompany students during transitions in and out of the ECSE classroom.

- Assist the teacher in routine reporting and accounting of student information.

- Assist the teacher in helping students remove and put on outer apparel.

- Assist in positioning and bracing of students

- Help in unusual situations, i.e., field trips, fire drills, tornado drills, etc.

- Observe and record behavior, as well as assist in the utilization of techniques designed

by the teacher.

- Assist the students in toileting and self-care activities; i.e., washing, brushing teeth, diapering, etc.

- Assist with lifting students.

- The Bus Aide's primary responsibilities include assisting the driver by responding to student needs while aboard the vehicle.

- The Bus Aide will assist with the loading, monitoring, and unloading of students while following established protocols for student safety.

- Other duties as assigned by the teacher and/or supervisor.

Special Requirements:

Occasional 1-32%, Frequent 33-66%, Constant 67%+

Occasional: Walking, lifting 50# max, carrying up to 100 ft., pushing, pulling, climbing/balancing, stopping/kneeling crouching/crawling, reaching/handling

Frequent: Standing and sitting

Constant: Speaking/hearing, seeing/depth perception/color