

Columbus Public Schools

Job Description

DEPARTMENT: Special Education

JOB TITLE: Paraeducator – High Needs Program

D.O.T. #: Full-time, 7 hrs/day

D.O.T. CLASS:

Sedentary

Medium X

Heavy X

REQUIREMENTS:

- A. Education Level: Minimum high school diploma,
Must have 2 years of post-high school or district will provide Project Para training
- B. Certification or Licensure: None
- C. Experience: Prefer experience with or desire to work with high needs students.

ESSENTIAL FUNCTIONS:

- Assist classroom teacher to carry out educational programs for mentally & physically handicapped students
- Assist or directly carry out educational activities designed by teacher and support personnel; i.e., Occupational Therapist, Physical Therapist and Speech Language Therapist
- Maintain immaculate cleanliness standards in classrooms and restrooms
- Ability to lift a minimum of 50 pounds, and be able to adapt to the physical demands of this position
- Help prepare instructional materials required for classrooms
- Record information on data sheets
- Carry out behavior plans as planned by professional staff
- Ability to physically lift a student, participate in a two-person lift or operate a hoist lift
- Assist students with toileting needs and diaper changing
- Carry out self-care programs with students including feeding, tooth brushing and grooming
- Ability to assist students in completion of a wide range of academic subjects and levels
- Maintain good interpersonal relations with peers and a wide variety of professional staff affiliated with program
- Maintain confidentiality
- Interact/communicate with students as directed by professional staff
- Other duties as assigned

PHYSICAL REQUIREMENTS:

Never 0%, Occasional 1-32%, Frequent 33-66%, Constant 67%+

Never: driving

Occasional: bending/stooping, reaching/pushing/pulling, climbing, lifting, carrying 20 ft., lifting 10# max

Frequent: standing, walking, sitting

WORKING CONDITIONS:

- A. Inside X
- B. Climatic Environment All assignments will be in air-conditioned environments.

3-20-2019