Columbus Public Schools
Job Description

DEPARTMENT: Special Education

JOB TITLE: Para Educator – High Needs Program

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

D.O.T. CLASS:
Sedentary   Light   Medium X   Heavy X   Very Heavy

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 Hoyer 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%+

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

Frequent: Standing, walking, sitting

WORKING CONDITIONS:

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

3-20-2019