

TIMBERLANE REGIONAL SCHOOL DISTRICT- SAU #106

POSITION TITLE: Paraeducator
Date: 2/16/2023
Reports to: Special Education Coordinator/Building Principal Supervises: No Affiliated Position: TSSU (Timberlane Support Staff Union) Terms of Employment: Full-Time 183 Days Non-exempt

SCOPE: A TRSD Paraeducators' primary purpose is to assist Professional and Administrative staff with the delivery of student support services in a broad spectrum of educational environments.

POSITION DUTIES AND RESPONSIBILITIES:

- Assists professional staff with the delivery of the instructional, social, behavioral, communication, mobility, personal care, and health related programs for students throughout the day.
 - Follows, and adapts, instructional activities for individuals and small student groups as assigned by professional staff to provide remedial or extension assistance based on targeted needs.
 - Collaborates regularly with professional staff in devising strategies and approaches to reinforce skills based on an understanding of individual students, their needs, interests, and abilities.
 - Applies district mandated training of de-escalation and nonviolent crisis intervention program strategies and techniques with students.
 - Communicates with professional staff to provide feedback on student performance and needs regarding academic and behavioral objectives. Alerts staff to any problem or special information about an individual student.
- Demonstrates effective communication (both orally and in writing), listening, empathy, compassion, and human relations skills when dealing with students, the public, peers, teachers, and administrators. Shows respect for students' peer relationships.
- Participates in training required by the school or district to increase knowledge of instructional, social, behavioral, and developmental needs of students.
- Maintains an appropriate level of confidentiality regarding the records and operations of the classroom, school and district.
- Must comply with all Timberlane School District policy and building / department rules, procedures, practices, and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration, and co-workers.
- Performs other related duties as assigned to ensure the safety and well-being of the children, including but not limited to short term classroom coverage in the absence of professional staff (for example, meetings), recess and cafeteria duties.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or its equivalent. Please provide copy of diploma or GED certificate.
- Certification as a paraprofessional or the ability to become certified within two years of date of hire is preferred.
- At least one year of experience working with children in an educational setting is preferred.
- Experience and/or specialized training with individuals with special needs preferred if working with special education students.

Knowledge, Skills, and Abilities:

- Ability to accept assignments, while maintaining flexibility when situations warrant change; must be able to adapt readily to changes.
- Ability to remain calm and in control in response to situations with variable intensity.
- Ability to model respectful, responsible, safe behavior at all times.
- Ability to demonstrate strong communication skills, both verbal and written
- Ability to demonstrate effective human relations/customer service skills.
- Ability to follow and carry out instructions.
- Demonstrate dependability.
- Ability to use applicable district technology programs.
- Ability to effectively reinforce professional staff lessons in all subject areas through the high school curriculum level, including but not limited to math, literacy (reading, writing, listening, viewing, and speaking), science, social studies, technology, and unified arts.

LICENSURE AND CERTIFICATION REQUIREMENTS:

NH DOE Paraeducator I and/or Paraeducator II Certification preferred.

Valid state driver's license

PHYSICAL ACTIVITY REQUIREMENTS:**Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Frequently required
3. Lift 25 to 50 lbs:	Occasionally required
4. Lift over 50 lbs:	Rarely required
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Frequently required
7. Carry 26 to 50 lbs:	Occasionally required
8. Carry over 50 lbs:	Rarely required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Occasionally required
4. Fingering:	Occasionally required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Occasionally required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Not required
8. Balancing:	Rarely required

Summary of Occupational Exposures: Bodily fluids, office/classroom cleaning materials. This position primarily works inside but may perform duties outside during the day as needed (ie: bus duty or recess).

Applicants will be subjected to a criminal background check required by state law.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**