

PARAEDUCATOR - SPECIAL EDUCATION

Purpose Statement:

The job of Paraeducator - Special Education is done for the purpose/s of assisting in the supervision, care and instruction of students with a variety of needs in the regular or self contained classroom; observing and documenting student progress and/or behavior; providing information to appropriate school personnel; and attending student meetings and job-related training's.

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for all special education students to participate in classroom activities.
- Administers first aid and prescription medications to students for the purpose of providing emergency or necessary care in accordance with district, state and federal requirements.
- Administers standards of behavior and discipline for the purpose of ensuring the safety and well being of students.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Assists students requiring daily care (e.g. toileting, diapering, feeding, tube feeding, administering medications, etc.) for the purpose of providing appropriate care and/or developing student's daily living activities and behavioral skills.
- Confers with teachers/specialists and participates in team meetings for the purpose of assisting in evaluating special education student progress and/or implementing IEP objectives.
- Documents students activities and progress (e.g. activity logs, incident reports, etc.) for the purpose of supporting the teacher and/or administrator in providing records/materials.
- Implements academic instruction designed by a teacher for individuals or small groups for the purpose of meeting learning goals, as described by an IEP and/or district benchmarks.
- Implements behavioral plans designed by IEP team for students with behavior disorders or other handicapping conditions for the purpose of assisting in meeting special education students needs and providing a consistent environment.
- Maintains student files/records as appropriate for the purpose of documenting activities and/or providing reliable information.
- Monitors individual students, classroom, library, playground activities, etc. for the purpose of ensuring the safety of assigned students.
- Monitors students during assigned periods within a variety of school environments (e.g. in-school after school detention, rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students.
- Participates in in-service workshops and training for the purpose of receiving and/or conveying information related to job functions.
- Performs record keeping and clerical functions (e.g. copying, updating IEP documents, printing, student records, etc.) for the purpose of supporting the teacher, ensuring up-to-date reference trail and/or providing necessary records/materials.
- Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices and administering first aid.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: appropriate pronunciation and auditory discrimination for speech language assignments and age appropriate activities

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining a work schedule requiring continuous physical activity; communicating with persons of varied backgrounds; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Physical Exam/TB Screening

Certificates & Licenses

Valid Driver's License & Evidence of Insurability (as assigned)

Continuing Educ. / Training

20 hours in-service annually

Clearances

Kansas Bureau of Investigations/Social & Rehabilitation Services

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 11