

Job Title: Multi-Tiered System of Supports/Inclusion Para-educator

Definition:

Under the immediate direction of certificated person and supervision of the administrator, assist in the operation of the class and in the supervision of groups and/or individual children within the classroom and in physical education programs.

Job Duties:

The following tasks are categorized by essential and non-essential for this position. Incumbents in this classification may perform some or all of these tasks, or may perform similar, related tasks not listed here.

Essential Job Duties:

1. Assist the teacher in instruction in the basic skill subjects and other activities.
2. Assist the teacher with positive behavioral supports for students in the classroom.
3. May have specific instructional and management responsibility for students, including providing individual support for students in general education settings.
4. Transition and/or monitor students to various activities including PE
5. Use second language and cultural experiences to assist Limited English Proficient students in school-related activities.
6. Utilize Non-Violent Crisis Intervention (NCI) techniques.
7. Collect data to support progress monitoring
8. Attend monthly professional development
9. Perform other related duties, as assigned.

Non-Essential Job Duties:

1. Maintain records of assessment, attendance and/or other paperwork (documents), as required.
2. Operate computer, audiovisual equipment, assistive technology, and other necessary learning equipment
3. Process and maintain confidential files, as required by State and Federal law.
4. Coordinate meetings with other staff, parents, or outside support agencies.
5. Assist with preparation of student testing materials.
6. Monitor supplies and materials for classroom use, order as needed.
7. Assist the teacher with establishing and maintaining a safe and supportive classroom environment.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Appropriate techniques in interacting successfully with children needing various academic and/or behavior interventions.
- Basic math, simple record keeping.
- English usage, spelling, grammar and punctuation.
- Sign language, when required.
- Computer and computer keyboarding.
- Child abuse laws and procedures.

Board Approval: June 5, 2018

Skill and Ability to:

- Relate effectively to and demonstrate receptive attitude toward children with unique needs.
- Follow explicitly the directions of the classroom teacher.
- Exercise good judgment in emergency situations.
- Work amicably and communicate effectively with all staff and parents.
- Maintain flexibility in the classroom, such as changes in staff, or individual student programs.
- Maintain professional confidentiality.

Training and Experience

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and six months experience in working with children in a structured environment or college level classes in child behavior, child growth and development, education, or child psychology is required.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires lifting, pushing and/or pulling which does not exceed 50 pounds and is an occasional aspect of the job.
- Is subject to environmental conditions indoors and outdoors (wind, dust, and extreme temperatures), including walking on uneven ground.
- Is subject to excessive noise.
- May be required to take and pass a physical examination.
- May require working with bio-hazards (bloodborne pathogens, human waste, etc.).

Salary: Range 24

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking			X
Bending	X		
Kneeling	X		
Reaching		X	
Stooping	X		

		Lifting			Carrying	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize			X
Write			X
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier		X	
Computer		X	
FAX Machine	X		