

Special Education - Advance Paraeducator

Purpose Statement:

The purpose of this position is to support our district's special education program which provides services to young adults with mild to moderate developmental disabilities. Instruction focuses on independent living skills, community access, and vocational skills. Responsibilities vary with the individual assignment, but typically include instruction of students on work related skills, coaching students on jobsite, monitor student behavior, student hygiene, and preparation of materials for work, and data collection /reporting.

Essential Functions

- Instructs/tutors students individually or in a small group setting under the direction of certificated employee(s)
- Acts as an instruction resource for employers
- Assists in the evaluation of student needs and in preparation of appropriate skills on job site with certified personnel
- Helps prepare and adapt activities, with teacher approval, to be used at the job site
- Facilitates student involvement in volunteer services and community access
- Assists and/or instructs students in computer usage and operation
- Attends to the personal hygiene needs of students
- Maintains and/or assists with student behavior including maintenance of positive student behavior
- Assists with the supervision of students during emergency drills, community access, vocational services and job sites
- Monitor students with medical plans (possible seizures)
- Assist certificated staff with de-escalation and restraint based on individual student plans and approved district training

Other Functions

- May attend building meetings and events i.e. staff meetings, open house, and/or related in-service activities/workshops
- May serve on building committees
- May attend program meetings and events, i.e. department meetings, open house, and or related in-service activities/workshops
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment
- Performs other related duties as assigned

Education

- High school diploma or equivalent

Knowledge and Skills

- Intermediate knowledge and skills required to perform assigned tasks
- First aid/CPR required
- Right response training required
- Intermediate experiential skills required to perform assigned tasks
- Standard communication of moderately complex information in oral and written form
- Intermediate level curriculum knowledge and skills required
- Able to perform all job functions in complex situations

Responsibility

- Tasks require some independent judgment with consultation of supervisor or administrator
- Decisions are made within assigned tasks
- Decisions are made to achieve structured results
- Occasionally required to resolve unexpected issues
- Occasional discretion and access to confidential/privileged information
- High risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work in coordination of work of others
- Reporting required within classroom or building
- Collects data under close supervision

Working Conditions

- Frequent Interruptions
- Limited Deadlines
- Limited emotionally charged interactions
- Work requires moderate safety precautions
- Limited risk/exposure to weather conditions
- Infrequent risk/exposure to human borne pathogens
- Work regularly performed under moderately adverse conditions
- Moderate exposure to noise
- Moderate exposure to traffic
- Limited exposure to fumes
- Moderate standing (31-60%)
- Moderate lifting (11-30 lbs. / occasionally)
- Limited prolonged sitting (1-30%)
- Limited carrying (1-10 lbs. / seldom)
- Limited stooping and bending
- Limited twisting
- Moderate fine dexterity
- Moderate pushing and/or pulling

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance