

*Paraeducator – Special Education*

- QUALIFICATIONS:**
1. High school diploma or equivalency.
  2. Ability to work with others.
  3. Physical health as required for job performance.
  4. Ability to work independently without supervision.
  5. Demonstrated aptitude or competence for assigned responsibilities.
  6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Supervising Teacher(s); Building Principal; Special Education Director

**JOB GOAL:** To assist in the provision of special education and related services.

**PERFORMANCE RESPONSIBILITIES:**

1. Regular attendance and punctuality are essential functions of the job.
2. Demonstrate strict standards of confidentiality.
3. Demonstrate attitude that promotes a positive school environment.
4. Take responsibility for the quality of your own work.
5. Provide support for students, as planned by professional staff.
6. Be flexible and adjust cooperatively to changes made in job assignments and schedules.
7. Organize and prepare materials.
8. Assist students as needed, including mobility, self-help (diapering, feeding, dressing, etc.), and behavior management.
9. Demonstrate problem solving skills.
10. Teach self-responsibility.
11. Follow team-prescribed procedures for academic, social, communication, and behavioral intervention plans.
12. Communicate and work collaboratively with general education teachers, administrators, and other special education service providers/consultants.
13. Share in school-wide duties, as assigned and which do not conflict with student time.
14. Share in record keeping duties, including progress monitoring, as assigned by professional staff.
15. Participate in inservice training and complete required inservice hours.
16. Support students in all school environments, including community-based training.
17. Provide short-term coverage for professional and paraprofessional peers.
18. Seek assistance from other team members as needed to facilitate student progress.
19. Travel to/from schools as required by the job.
20. Follow the building dress code and be a good role model for students.
21. Follow all Board and school policies, including the use of cell phones and other electronic devices.
22. Demonstrate appropriate boundaries with students/families.
23. Responsibly lift persons or equipment of 50 pounds or more using proper techniques (two or more people needed for weights above 50 pounds or for identified students with lifting concerns).
24. Follow district policy, protocol, and procedures when implementing duties.
25. Other duties, as assigned.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions in the Board policy on *Evaluation of All Classified Personnel*.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**An Equal Employment/Educational Opportunity Agency**

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