

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Special Education Instructional Paraeducator
Job Family: Student Support
Department: Student Services and School Based
Typical Work Year: 9 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2018

SUMMARY: Provide instructional support and assistance in meeting the educational needs of students, under the direction and immediate supervision of a licensed school professional. Services provided will vary based on Individual Education Plans (IEP) and requirements to provide services in the least restrictive environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- D 40% Support instructional programs and provide instructional assistance for students in individual, small, and large group settings. Assist in facilitating the execution of Individualized Education Plans for students under the direction of licensed staff. Implement approved modifications and/or accommodations of curriculum. Supervise and facilitate students in the classroom and a variety of settings that may include the lunchroom, playground, to/from buses, cross walks, field trips, extra-curricular activities, or on-the-job training.
- D 10% Enforces district policies regarding behaviors and discipline to help correct behavioral problems and assist in meeting student behavioral goals. Facilitate crisis intervention and assist students with problem solving techniques and conflict resolution.
- D 10% Assist students in performing daily routines. May include getting to and from class and bus stops, using toilets, diapering, feeding, medical needs and personal hygiene. May include working with trach, feeding tubes, and catheterization. Assist with student mobility as directed by the IEP and student need.
- D 10% Facilitate and encourage speech and language development. May use alternative language such as sign language or voice activated computer systems.
- D 10% Implement specialized therapy programs; work directly with therapists on physical progress and Individualized Education Plans (IEP).
- D 5% Collaborate and communicate with other special and regular educators and administrators with regard to academic and behavioral issues and observations. Provide suggestions, feedback and support to building staff, administrators, parents and outside agencies regarding effective strategies for facilitating learning.
- W 5% Assist the licensed staff by helping with data collection, updating records and documentation while helping maintain student files and class records. Maintain compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA.)
- D 5% Assist with sanitizing, disinfecting, and cleaning the learning environment.
- M 2% Attend and participate in district and building in-service opportunities and committee work.
- Ongoing 3% Perform other duties as assigned.

EDUCATION AND TRAINING: High school diploma or equivalent. Basic Skills Competence (Minimum 2 years of college ,e.g. associates degree, or 48 semester hours of college coursework) OR Pass paraprofessional test (CDE and NCLB qualifications) prior to being hired.

EXPERIENCE: Experience is preferred but may not be necessary for hiring.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR and First Aid training preferred at hire; required within three

months of hire. Crisis Prevention Intervention (CPI) training required within three months of hire. Colorado driver's license and school district small vehicle operator permit may be required for some positions. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Communicate effectively in written and oral form using positive interpersonal skills
- Consultation skills
- Ability to assist in developing and support the behavior intervention plans, classroom management systems, and reinforcement systems
- Ability to use effective interventions for at risk learners
- Knowledge of Applied Behavior Analysis
- Knowledge of developmental, emotional, and behavioral disabilities
- Experience in data collection and data analysis
- Ability to develop and provide training related to accessing community resources and behavioral intervention practices in all school settings.
- Non-violent and physical intervention techniques
- Ability to use proper English grammar, punctuation, and sentence structure
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Knowledge of first aide skills

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers.
- Operating knowledge of assistive technology for communication preferred.
- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Building or Special Education Administrator (varies based on assignment)
Special Education Teacher

Direct Reports: This job has no supervisory responsibilities

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch, and to and from classes.

BUDGET AND/OR RESOURCE RESPONSIBILITY: This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		

Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy			X	
Coordinate			X	
Instruct				X
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date