

**Job Description**

Job Title: **Title 1 ParaEducator, Special Programs**  
 Job Family: **School Support**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **October 2015**

Job Code: **060724**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 17**  
 Typical Work Year: **9 months**

**SUMMARY:** Assist students in Specialized Programs by providing specialized individualized instruction; including academic support, monitoring behaviors, functional life skills in a Title I designated school. Assist student in maintaining personal health and hygiene functions; assist students to and from classes and bus stops.

**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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Provide support in general education setting in order for students to fully participate in class activities. Assists students in Specialized Programs by tutoring, adapting work and monitoring and enforcing social and acceptable behavior. May assist with administer testing or assessments. Assists instructor with related paperwork. Implement specialized therapy programs; work directly with therapists on physical progress and Individualized Education Plans (IEP).	D	40%
2. Assist special needs students in performing daily routines, including getting to and from class and bus stops, using toilets, diapering, feeding, medical needs and personal hygiene, including working with tracheotomies, feeding tubes, and catherization. Support behavior plan implementation.	D	40%
3. Sanitize, disinfect and clean learning environment and general work area of all bodily fluids.	D	10%
4. Facilitates and encourages speech and language development through the use of alternate communication systems such as sign language or voice activated computer systems.	D	5%
5. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Must meet the No Child Left Behind (NCLB) Requirements, which are:
  - AA or 2 year college degree, OR
  - Completion of 48 college semesters hours, OR
  - Passing of state CDE approved paraprofessional examination.
  - Willingness to work with students receiving special education services (training opportunities provided).

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- CPR and First Aid certifications preferred.
- Universal Precautions training required within 3 months after entering position.
- CPI/Safety Care training certification required within 3 months after entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Demonstrated skill in handling problem children.
- Ability to diffuse and manage volatile and stressful situations with students.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position
- Operating knowledge of special communication systems, speech computer (Dynovox or Macaw) preferred.
- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Special Education Teacher	Varies

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct 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:**

- None.

**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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct				X

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	