

PENINSULA SCHOOL DISTRICT
Job Description

PARAEDUCATOR - Developmentally Disabled

JOB SUMMARY:

This position assists a certificated teacher or other staff member with instructional and non-instructional activities for students in need of substantial special education support. The position tutors students, monitors and models behavior, assists with mainstreaming activities, and performs general clerical duties such as typing and duplication of classroom materials. Responsibilities may also include monitoring students at their lunches or during recess.

DUTIES AND RESPONSIBILITIES:

Depending upon individual assignment, this paraeducator performs all or a combination of several of the following duties:

1. Tutors student individually or in small groups in a variety of learning activities assigned by the teacher. Uses programmed teaching guides, as well as a variety of approaches to promote student understanding of materials presented.
2. Attends to students' physical hygiene needs; assists with toileting, showering, and other activities. Adjusts adaptive equipment as instructed. Monitors student health; takes appropriate action to ensure that student's health needs are met.
3. Works with special education students mainstreamed to regular education classrooms; tutors students and monitors assignments.
4. Assists teacher in monitoring student behavior in the classroom; administers discipline as authorized.
5. Uses a computer and educational software programs for student instruction; demonstrates proper use of computer to students.
6. Collects, reviews, grades and records student assignments. Returns assignments and tests; provides feedback. Assists special education teacher in record keeping for student reinforcement systems or in maintaining student progress records.
7. Types, duplicates, collates, and distributes classroom materials and projects. Creates posters and charts; designs bulletin boards; operates laminating equipment. Assists classroom teacher in producing instructional materials such as tests, worksheets, and assignments.
8. Assists in maintaining physical appearance of the classroom; straightens chairs and/or tables; puts materials away after use.
9. Accompanies students through school premises; transports handicapped students as needed.
10. If assigned to elementary level students, may supervise students during lunch or recess periods. Monitors behavior and mediates disputes; maintains order. Ensures that children follow rules and regulations. Supervises safe use of playground equipment. Determines and carries out appropriate disciplinary action as required.

11. Performs related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Principal; receives work assignments from special education teacher.

WORKING CONDITIONS:

Exposed to infectious diseases carried by students; experiences frequent interruptions. Required to attend to student's personal hygiene. Occasionally required to lift and/or carry students. May be required to deal with angry or upset individuals. Occasionally required to physically restrain students. Occasionally required to work outdoors in inclement weather.

AFFILIATION: PSE - Clerical

FLSA: Covered.

MINIMUM QUALIFICATIONS:

Education & Experience

High school graduation or equivalent and experience in working with school-aged students or special needs individuals. Experience in a school setting desirable, experience in working with special needs individuals preferred.

Allowable Substitution

None.

Knowledge, Skills & Abilities

Knowledge of assigned subject areas.

Knowledge of developmental and physical handicaps.

Effective written and oral communication skills.

Keyboarding skills at 45 words per minute may be required.

Ability to learn effective instructional methods for special needs students.

Ability to deal with special needs students in a warm and confident manner.

Ability to remain flexible to changes in assignments and situations.

Ability to organize activities.

Ability to follow instructions.

Ability to be fair and consistent when working with students.

Ability to learn the operation of general office machines, microcomputers and software.

Ability to establish and maintain effective working relationships with staff.

Licenses/Special Requirements

Must complete training in first aid and CPR as required by the District.