Auburn-Washburn USD #437 Job Description

Title: Special Education Paraeducator

Qualifications:

- High school graduate or equivalent.
- Demonstrated aptitude for the work to be performed.

Reports To: Assigned Teacher and Building Principal

Summary: To assist the special education teacher in working with individual students or small groups to help them achieve the skill levels commensurate with their capabilities.

Essential Functions:

- Work with teachers and students in carrying out instructional programs defined and prescribed in the Individual Education Programs.
- Deliver specially designed instruction to reinforce new and/or current skills as trained, directed and supervised by supervising teacher.
- Assume the responsibility to ask supervising teacher about specific daily duties and expectations.
- Assist in preparation, care and use of instructional materials and equipment.
- Assist with general classroom management.
- Assist with clerical duties, such as preparing instructional materials, typing, copying etc.
- Assist in the supervision of special education students in the lunchroom, hallways, restrooms, on the playground, field trips, assemblies, and as directed.
- Work with the support service staff to implement goals on the Individual Education Plans (IEP).
- Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Assume supervisory role if it is necessary for the teacher to be out of the room for a short period of time.
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of certified teachers.
- Attend staffing and Individual Education Program meetings at the teacher's request.
- Identify, observe and record data necessary for obtaining goals and objectives.
- Complete annual in-service requirements as specified by the Kansas State Department of Education.
- Perform other duties as assigned by the supervising teacher.
- Regular, in person, attendance ~~is~~ and punctuality are required.

Physical Requirements:

- Reaching: Extending hand(s) and arm(s) in any direction.
- Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers rather than with the whole hand or arm.

- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Ability to receive detailed information through oral communication.
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
- Visual acuity involving color, depth perception, and field of vision at a level required for a driver's license.
- Minimum standard of accuracy and neatness of work is based on criteria required for teachers.
- The Paraeducator may have an occasional occupational exposure to blood or other potentially infectious material, as well as exposure to common communicable diseases of children.
- The paraeducator will have occasional exposure to weather conditions that include heat, cold, wind, rain, ice, snow, etc., but will not be substantially and regularly exposed to adverse weather.
- Standing / walking up to 4 to 6 hours in an 8-hour workday.
- Sitting up to 4 to 6 hours in an 8-hour workday.
- Squatting and forward bending to perform job duties that include transferring students and working with students at their workstation for 34-66% of the work shift.
- Lifting boxes of supplies weighing up to 20 lb. from the floor to waist height and overhead at a frequency of occasional (6-33%) level for an 8-hour workday.
- Transferring students from wheelchair to mat or from student to and from the floor. Student could weigh up to 100 + pounds requiring a two person lift. This lift is performed at a frequency of occasional (6-33%) level for an 8-hour day.
- Carry classroom supplies weighing up to 20 lb. for a distance up to 50 feet.
- Ascending and descending 1 flight of stairs at a time at a frequency of occasional (6-33%) level for an 8-hour day.
- Pushing and pulling a wheelchair with a 150+lb. student in it for 100 feet requiring a force of 37# at a frequency of occasional (6-33%) level for an 8-hour day.

Physical Demands of the Job:
The following information describes the physical activities that are performed by the Employment Associate during a normal workday. The percentages of the normal workday that the physical activities are conducted are identified as follows:

Rarely: 1-5% of an 8 hour work day.
Occasionally: 6-33% of an 8 hour work day.
Frequently: 34-66% of an 8 hour work day.
Continuously: 67-100% of an 8 hour work day.

- **Lifts** (Occasional): Lift 50# from the floor to waist height.
- **Lifts** (Occasional): Horizontal Lift 50# from waist to 18 inches from floor.

- **Lifts** (Occasional): Lift overhead 20# from floor to crown height.
- **Carry** (Rare): Carry 20# for a distance of 50 feet.
- **Pushing/Pull** (Occasional): Push/pull 37# force for a distance of 100 feet.
- **Repeated partial squat** (Occasional): Must be able to squat to perform tasks.
- **Forward bend position** (Occasional): Must be in a forward bend position to be able to perform work-day tasks.

Term of Employment: Nine (9) months

Salary: Salary information available from the Executive Director of Human Resources.

Evaluation: Performance of this job will be evaluated according to the Classified Handbook by the Special Education teacher(s) and principal(s) in conjunction with the Assistant Director of ~~Student~~ Special Services.

Board Approved: 2/6/2012