

**LINCOLN PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT**

**Job Title:** Intervention Paraeducator

**Department:** Full Time  Part Time

**Class:** Sedentary  Light  Medium  Heavy  Very Heavy

**Overtime Status:** Non-Exempt  Exempt

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**REQUIREMENTS:**

- A. Education Level: High school diploma or G.E.D.
- B. Certification: Requires at least 48 semester credit hours (equates to 72 quarter system hours) or an Associates degree/higher (Title I school-wide or Title 1 funded only).
- C. Experience Desired: Experience with children and youth preferred.
- D. Other Requirements: Good skills in oral/written communication, interpersonal skills, ability to follow directions, and take initiative.

**REPORTS TO:** Supervising teacher, Special Education Coordinator, Principal

**RECEIVES GUIDANCE FROM:** Supervising teacher, Psychologist, Special Education Coordinator, Principal

**BRIEF DESCRIPTION OF POSITION:**

This person will be responsible for working with individuals and small groups of students to support academics in the areas of reading and/or math. In addition this individual will lead some SAIG (social academic instructional groups). Training for specific intervention programs is provided. Person will also be responsible for some before/after school supervision along with lunch/recess supervision. Candidates should be looking for a job with a quick pace and flexible schedules. Candidates should be able to take direction well and carry out specific directions.

**ESSENTIAL FUNCTIONS/SKILLS:**

- A. Following directions and instruction as outlined.
- B. Consistency in implementation of interventions.
- C. Regular, dependable, in-person attendance is an essential function of this position.
- D. Ability to work well with other employees of the elementary school building and other District staff.

**Performs the following tasks**

- A. Must have ability to work with students who are “at risk” academically and/or behaviorally.
- B. Must have ability to work effectively with certificated staff and administration.
- C. Assist in providing instruction with fidelity for kindergarten to 5<sup>th</sup> grade students who have been screened as “at risk” for school failure.
- D. Assist in administering probes to monitor student progress as directed by supervisor.
- E. Assist in charting or otherwise documenting student progress as directed.
- F. Follow appropriate procedures as directed by school administration.
- G. Maintains confidentiality.
- H. Other duties as assigned.

**OTHER REQUIREMENTS (Intellectual/Sensory)**

- 1. Effective oral and written skills.
- 2. Effective human relations skills.
- 3. Visual and auditory acuity is required in order to effectively communicate with students and district staff.

**WORKING CONDITIONS:**

- A. Inside    X    Outside    Both
- B. Climatic Environment: Most school settings are air-conditioned but many community settings are not.
- C. Hazards:  
Potential for physical injury if a student with physically aggressive behaviors is not handled with approved techniques. Exposure to communicable diseases is a possibility. Safety hazards associated with weather conditions are possible in community settings.

<b>Physical Requirements Intervention (RTI) Paraeducator</b>						
<b>Essential functions are items listed in Occasional/Essential, Frequent and Continuous</b>						
<b>Stamina</b>						
1.	Sitting					X
2.	Walking					X
3.	Standing					X
4.	Sprinting/Running	X				
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person			X		
7.	Squatting/Stooping/Kneeling			X		
8.	Reaching above the head			X		
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X		
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	X				
12.	Hand/grip strength		X			
13.	Driving on the job	X				
14.	Typing non-stop	X				
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)		X			
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead			X		
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder	X				
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
<b>Pushing/Pulling</b>						
22.	25 to 50 pounds		X			
23.	51 to 75 pounds	X				
24.	76 to 90 pounds	X				
25.	Over 90 pounds	X				
<b>Carrying</b>						
26.	10 to 25 pounds			X		
27.	26 to 50 pounds		X			
28.	51 to 75 pounds	X				

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Are you willing and physically able to complete all the essential job functions listed on this form?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, what would you require to be able to complete the essential functions of the job?

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_