

## **Anselmo-Merna School is looking for a talented individual to join our team!**

We are seeking a dedicated classified staff member to support our students and certified staff in creating an inclusive and effective learning environment. This role offers an opportunity to make a positive impact on the lives of students while working in a collaborative and supportive school community.

Questions can be directed to Lloyd McIntyre 308-643-2224

### **Key Responsibilities:**

- Work closely with certified staff to ensure support for students where needed.
- Provide educational support to students both inside and outside the classroom setting.
- Supervise students as directed by the special education teacher or building principal (e.g., recess, lunch, classroom, afterschool).
- Assist with bus loading and unloading.
- Serve as a positive role model.
- Represent the District positively and professionally within the community.
- Avoid conduct that interferes with the District's operations or educational mission.
- Develop and maintain positive, professional relationships with staff and administration.
- Adhere to all District policies, rules, regulations, and supervisory directives.
- Maintain confidentiality of sensitive information about students, staff, and parents, in compliance with District policies and applicable laws.
- Follow the code of ethics established by the District and the Nebraska Department of Education (NDE Rule 27).

**Reports to:** Special Education Teacher / Principal

**Status:** Non-Exempt

### **Essential Functions:**

1. Dependable, regular in-person attendance.
2. Ability to perform the identified tasks and responsibilities requiring effective teaching and communication skills.
3. Capability to meet the physical requirements necessary for the role.

**At-will / classified position**

**Pay based on experience**

**EOE**

**Open Till Filled**

<b>Physical Requirements Paraeducator</b>		NE	NE	E	E	E
E = Essential NE = Non-Essential						
<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				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds			X		
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
<b>Carrying</b>						
27.	10 to 25 pounds			X		
28.	26 to 50 pounds		X			
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				