



Paraeducator (Guide), Special Education

St. Vrain Community Montessori School fosters human thriving by nurturing the whole child in an authentic Montessori program as a public charter school.

Reports to:

Director of Student Services

Salary/Hourly Range: \$19.50-\$33.50 per hour, 183-day calendar

Benefits: If working 30 hours or more per week, option to elect medical, dental, vision, and life insurance, as well as FSA; 21.4% PERA (Public Employees Retirement Association) employer contribution

Summary:

The Special Education Paraeducator assists students by reinforcing learning skills in their daily schedules, reinforces appropriate school behavior, and encourages students to become independent and to meet their IEP goals. Special Education paraprofessional positions serve a range of students from K-8 with varying levels of needs. Flexibility to move between/among students/assignments as determined by administration is essential.

Required Education and Experience:

- Associate Degree or have passed State Approved Assessment
- May require training in Montessori pedagogy and methods
- Two + years of experience working with students in a school setting. May require experience in working with children with various learning and physical disabilities.
- CPR/First Aid Certification, as required

Required Characteristics, Skills, and Additional Qualifications:

- Ability to relate sensitively and joyfully to children and adults
- Ability to work with students with diverse backgrounds and abilities
- Strong oral and written communication skills
- Strong interpersonal relations skills
- Ability to collaborate with staff and teachers
- Ability to establish and maintain effective working relationships with a variety of people

- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to promote and follow Board policies, building, and department procedures
- 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
- English language skills
- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of and experience with word processing, spreadsheets, Google Docs, etc.
- Punctuality and ability to maintain school hours
- Willingness and ability to make student-centered decisions
- Willingness and ability to take on a variety of tasks throughout the day

Major Responsibilities and Duties: *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. The frequency and percentage of time of duties may vary based on assignment.*

- Monitor students for safety including during recess, field trips, and lunch.
- Move with children between floor, child-sized tables, and standing activities.
- Collect and enter student performance data and maintain records.
- Implement appropriate behavioral techniques for special needs children individually.
- Enable students to become as independent as possible in their ability to perform required tasks.
- *Aid students in maintaining appropriate composure and behavior in class.*
- *Perform other duties as assigned*
- May provide physical care for children, including lifting children from wheelchair and assisting with other physical transitions, if necessary
- May assist with the personal care and needs of students, including hygiene, feeding, toileting, and/or following health/dietary plans, if necessary

Physical Requirements: *The physical demands listed 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.*

- Stand
- Walk

- Sit
- Stoop, kneel, or crouch
- Lift up to 50 pounds
- Travel by foot between buildings in all weather conditions

Requirements for All Positions at SVCMS:

- Attend and participate in staff and level meetings
- Participate in in-service and post-service training as well as additional professional development opportunities as required.
- Attend and participate in SVCMS School Events.
- Check school email at the beginning and at the end of each work day.
- Be ready to begin your duties as scheduled, generally 8 a.m. to 4 p.m., daily.
- When absent, secure a substitute in accordance with SVCMS requirements, ensuring that all of your duties are covered.
- Maintain awareness of and adhere to SVCMS policies and procedures.
- Read the Family Weekly Update, the Staff Weekly Update, and other SVCMS communications.