

Vail School District Job Description

Job Title: SPECIAL NEEDS PARAPROFESSIONAL

Department: School or Multiple School Sites

Reports To: Principal

FLSA Status: Non-exempt

Level: 5

Revised: June 10, 2014

SUMMARY

Provides assistance to meet students' needs as directed by the special education teachers and classroom teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Supports and appropriately motivates students during academic, social, and functional activities as indicated in students' IEPs.
- Implements educational, social and functional activities as directed by the special education teacher and classroom teacher.
- Assists the classroom teacher and other students in the classroom as directed by the special education teacher and classroom teacher.
- Works with and supports other professionals, including but not limited to, speech therapist, case manager, occupational and physical therapists, and other approved related service providers.
- Assists in the delivery of related services (physical therapy, occupational, speech therapy) as directed by the related service providers and special education teacher.
- Implements behavior management plans as directed by the special education teacher and classroom teacher.
- Records data on student performance and progress towards IEP goals as directed by the special education teacher.
- Submits required paperwork, including MIPS (Medicaid in the Public Schools) within the designated timeframes.
- Assists the special education teacher and Classroom teacher with the preparation and production of instructional materials.

- Operates and assists students with classroom equipment and assistive technology devices, as assigned.
- Maintains student confidentiality, share effective strategies and essential information with school staff who have a direct educational interest.
- Appropriately communicates with classroom teacher and special education teacher by sharing ideas and concerns about assigned students in a timely manner.
- Provides physical assistance to assigned students, when needed during school hours, on campus or off campus (e.g., field trips, assemblies, playground, lunch, specials, community-based instruction).
- Provides support for activities of daily living as needed including, but not limited to, toileting, feeding, mobility, and transfers.
- Follows proper techniques in restraint, handling and lifting students.
- Performs any other lawful and reasonable activity assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to demonstrate the required education, experience, and ability within this job description.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED)
- One to three months related experience and/or training; or equivalent combination of education and experience.
- Current First Aid and CPR training is required within the first three months of employment. Must maintain valid First Aid and CPR certification.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read and interpret documents such as safety rules, classroom instructions and instructional materials. Ability to communicate effectively with students who have special needs.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee may regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working outside in all types of weather, including direct summer sun. The noise level in the work environment is usually moderate to high.