

CAPS PROGRAM ASSISTANT

QUALIFICATIONS:

1. High school diploma or equivalency.
2. 48 college hours; or associates degree; or passing score on approved assessment
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervising Teacher(s); Building Principal; CAPS Program Director; and/or Superintendent

JOB GOAL: To assist the teacher with educational activities and non-teaching tasks. The paraeducator's duties are reinforcing in nature and are designed to assist individual children in the educational program.

FULL/PART-TIME: Full-time or part-time

FLSA: Non-exempt from overtime

BOE APPROVAL: 9/13/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Demonstrate attitude that promotes a positive school environment.
3. Take responsibility for the quality of personal work performed.
4. Provide support for students, as planned by licensed staff.
5. Be flexible and adjust cooperatively to changes made in job assignments and schedules.
6. Organize and prepare materials.
7. Demonstrates problem solving skills.
8. Teach self-responsibility.
9. Follow team-prescribed procedures for academic, social, communication, and behavioral intervention plans.
10. Communicate and work collaboratively with teachers, administrators, and other licensed service providers/consultants.
11. Reinforces and reviews concepts and skills. Assists students in performing activities initiated by the supervising teacher.
12. Monitors and reinforces student performance and behavior.
13. Monitors students during times when the teacher is involved in the regular performance of professional duties or has logical emergency reasons for being out of the classroom.
14. Share in record keeping duties, including progress monitoring, as assigned by licensed staff.
15. Support students in all school environments, including community-based training.
16. Provide short-term coverage for licensed professionals and paraeducator peers.
17. Seek assistance from other team members as needed to facilitate student progress.
18. Follows the building dress code while being a good role model for students.
19. Demonstrate appropriate boundaries with students/families.
20. Responsibly lift persons or equipment of 50 pounds or more using proper techniques (two or more people needed for weights above 50 pounds or for identified students with lifting concerns).
21. Follow all policies, protocols, and procedures when implementing duties.
22. Ability to work independently without supervision.
23. Demonstrates aptitude or competence for assigned responsibilities.
24. Perform other duties as assigned by the Superintendent or Board of Education.
25. Maintains a valid Kansas driver's license.

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This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in Board policy on *GCI - Evaluation of All Classified Personnel*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.