

Paraeducator – School Psychologist

- QUALIFICATIONS:**
1. High school diploma or equivalent.
 2. Bachelor's degree in psychology or education from an accredited college/university.
 3. Experience in using technology and software.
 4. Effective communication and interpersonal skills.
 5. Desire to continue career improvement.

REPORTS TO: Special Education Director, Principal and School Psychologist

JOB GOAL: A School Psychologist Paraeducator works under a licensed school psychologist and has special training in conducting assessments and working with children, teachers, and parents to make the school experience a positive and rewarding one.

PART/FULL-TIME: Full-time

FSLA STATUS: Non-exempt from overtime

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Requires regular attendance and/or physical presence at the job.
2. Knowledge, Skill and Abilities
 - a. Assist the assigned school psychologists in administering individual tests to help determine specific academic and behavioral needs of students.
 - b. Provide the assigned school psychologists observational data to be used when determining individual needs of students.
 - c. Assist the assigned school psychologists in creating a service schedule to ensure that timelines are met.
 - d. Communicate effectively with students and providers in assigned buildings.
 - e. React to change productively and handle other tasks as assigned.
 - f. Support the value of education.
 - g. Support the mission and philosophy of Russell County USD 407.
 - h. Adhere to district, state and federal confidentiality policies.
 - i. Comply with all district policies, rules and regulations.
3. Assist the assigned school psychologists in conducting formal and informal assessments that the psychologist will use to determine appropriate educational services to individual students.
4. Under the guidance of the assigned school psychologists the psychologist para will provide information and demonstrations to facilitate the implementation of curriculum accommodations/modifications.
5. Assist the assigned school psychologists in maintaining an inventory of materials, tests and supplies and in creating modified materials for classroom use.
6. Maintain appropriate, confidential records and release confidential student information to only those providers with a clear educational need to know.
7. Assist school psychologist in scheduling meetings, obtaining educational records for students new to the district, and preparing forms and paperwork prior to scheduled meetings.
8. Adhere to all district, health and safety policies.
9. Other duties as assigned by the Director of Special Services, superintendent, principal and school psychologists which are consistent with the general requirements and qualifications for the position.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned.

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 *GCI Classified Employee Evaluation*.

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.
- 11. Occasionally requires the ability to stoop, bend and reach.
- 12. Must be able to work in noisy, crowded and changing environments.
- 13. Must be able to work indoors and outdoors year-round.

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.