

Job Title: **PARAPROFESSIONAL II**

Qualifications: Paraprofessional II certification is required or eligible for Para II certification. Demonstrated aptitude for the work to be performed. Ability to communicate effectively orally in writing with students and staff.

Reports to: Principal

Job Goal: To provide assistance to special education students

Type of Position: 10 Month (6.92 hours per day) Days per year per the WSSA Agreement

Hours per week: 34.6 Non-Exempt

Responsibilities:

- Support the instruction of students with moderate to intensive special needs, both general education classroom and special education program.
- Facilitate educational access for students who may have significant cognitive, social/emotional, behavioral, and/or daily living skills challenges.
- Works with individuals or small groups to implement teacher-prepared instruction.
- Reinforce teacher-presented material.
- Guide student in assignment completion or coach student in community-based vocational placements.
- Assist teachers in helping to maintain acceptable student behavior. Duties may include but not limited to: toileting, bathroom needs.
- Organizing and maintaining class records and instructional materials; and maintaining written documentation.
- Supervises the classroom in emergency situations and for meetings.
- Supervises playground and cafeteria when necessary.
- Provides chaperone assistance with field trips.
- Attend in-service training programs as appropriate.
- Implement and follow the student's Individualized educational Plan.
- Have an understanding of the needs of the child/children they are assigned to.
- Follow the direction of the classroom teacher and Special education Teacher.
- Complete Medicaid paperwork on a bi-weekly basis.
- Always maintain student confidentiality.
- Performs other duties as required.

Physical Demands:

- The physical demands described 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.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	

**EVALUATION: Performance of this job will be evaluated by Curriculum Coordinator.
After consultation with teachers.**

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

**PRIMARY PHYSICAL REQUIREMENTS
CONSIDERATIONS**

Lift up to 10 lbs: Frequently required
Lift up to 25 lbs: Occasionally
Lift 26 to 50 lbs: Rarely
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Occasionally
CARRY 26 to 50 lbs: Rarely
CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently required
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Frequently required

**DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

Environment: Inside: 85%

OTHER PHYSICAL

Twisting: Frequently required
Bending: Frequently required
Crawling: Frequently required
Squatting: Frequently required
Kneeling: Frequently required
Crouching: Frequently required
Climbing: Frequently required
Balancing: Frequently required

WORK SURFACES: (describe)

Composite desk
Carpet/tile floors
Computer keyboard/screen

HAND MANIPULATION

Grasping:	Frequently required
Handling:	Frequently required
Torquing:	Frequently required
Fingering:	Frequently required

Outside: 15%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Name/List: