

## **SUBSTITUTE SPECIAL EDUCATION PARA-PROFESSIONAL AIDE**

### **QUALIFICATIONS:**

- Demonstrate successful experience working with students.
- Evidence of ability to be firm but kind, caring but consistent, patient and vigilant.
- Evidence of ability to accept direction from supervising teacher(s) and work as a team member with other professionals.
- Evidence of ability to write concise observational data, maintain a log, record computerized data and maintain behavior charts.
- Evidence of ability to be resourceful and try options within the plan laid out with the teacher; act independently within the scope of the program to assist students in maintaining appropriate behaviors and achieving skills.
- Proven record of interpersonal skills with students and coworkers.
- Proven record of good organizational skills, punctuality and responsibility.
- Evidence of ability to modify and adjust the curriculum with input from supervising teacher(s).
- Evidence of understanding of and willingness to abide by confidentiality policy and practice of the district.
- Ability to lift up to 50 pounds.
- Other qualities as deemed appropriate.

### **PERFORMANCE RESPONSIBILITIES:**

- Perform duties as assigned.
- Ability to maintain an effective and positive classroom environment.
- Ability to manage student behavior and implement appropriate classroom management procedures
- Ability to adhere to and implement Board and school policies and procedures.
- Provide for personal and social growth of students.
- Ability to work with staff and students in a collaborative/inclusive model of delivery.
- Maintain professional competence through in service education provided by the district, and/or self-selected professional growth activities.
- Provide individual and special program assistance on assignment basis. This may include:
  1. Assisting students with physical and/or cognitive impairments with moving through their day (i.e. on and off buses, into and around the building)
  2. Assisting students with self-care tasks of feeding, dressing, and toileting
  3. Assisting with physical care, which may include lifting, restraining, changing
  4. Assisting students in the use of an augmentative communication device and/or assistive technology (i.e. computer literacy, curriculum and graphics software)
  5. Assisting students with academic and functional skills curriculum, using modifications of material, equipment and technology
  6. Help students prepare for and participate in Special Olympic practices, competitions, and games
  7. Accompany and assist students on bus rides, field trips, work studies, therapies, trainings, or other school-related activities that may occur off-campus on a school day, as required

- Other responsibilities and duties as assigned by the Building Principal.

**IMMEDIATE SUPERVISOR:** Building Principal, Special Education Coordinator. Classroom teacher will provide day-to-day direction.

**TERMS OF EMPLOYMENT:** Current substitute hourly rate. No other benefits. This is an on call position when needed. There is no guarantee of hours.

**A pre-employment physical is required.**

**EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax, special needs equipment including wheelchairs, lifts, etc.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities. The employee must be able to meet deadlines with time constraints.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to sit, walk, and stand; twist at neck, bend at waist; kneel; reach. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions, which require oral and written communications.

**It is the prerogative of the District to assign staff to best meet the needs of the District.**