Job Title: ED Paraprofessional/Teacher’s Aid

Reports to: Site Administrator
Department: Special Education and Student Services
Number of Days: 10 Month Contract
Date Job Revised: June 5, 2015

Position Summary: Under the direct supervision of the classroom teacher, works with the assigned students by assisting them to access all aspect of the educational environment of the school.

Minimum Qualifications/Job Requirements:

Education:
- High School Diploma or GED
- 48 earned college credit hours from an accredited college or university or successful passage of the Highly Qualified Test.

Specific Training/Skills:
- CPR and First Aid training and re-certification as required

Physical Requirements (If Applicable):
- No medical restrictions or limitation for lifting, walking, running, standing, etc.

Other:
- Maintain confidentiality
- Protect and promote student’s rights to dignity, privacy and respect

Essential Job Functions:
- Assist in the implementation of teacher prepared instruction with individual students under direct supervision of the teacher.
- Implement supplementary work for students as prepared by the teacher under direct teacher supervision.
- Reinforce skills previously presented by the teacher with small groups of students when directed by the teacher.
- Administer classroom assessment instruments (spelling test, etc.) and score objective tests and written papers and keep appropriate records for teacher.
- Assist the teacher in observing, recording and charting behavior. Implement behavioral management strategies – using the same emphasis and techniques per direction provided by the teacher.
- Assist the teacher with behavior plans, crisis problems and discipline.
• Assist with the preparation of materials for use in specific instructional programs.
• Reinforce instruction and provide assistance with self-help skills (e.g., feeding, toilet training, diapering, personal hygiene needs/matters, dressing).
• Provide catheterization and colostomy assistance when required
• Monitor students using life support equipment.
• Assist students in using wheelchair, lifts and other devices used to transport students from one activity to another.
• Provide catheterization and assist with colostomy when required
• Perform other duties as assigned.

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