

Shady Point Public Schools

Administration

Bruce Gillham
Superintendent



Board Members

Gary Wright, President
Derek Woodral, Vice President
Marie Akins, Clerk

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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.

Shady Point Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Shady Point Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.