



Job Title: **Para-Educator**

Department: **Special Education-Jordan Valley**

Supervisor: **Principal**

Lane Placement: **ESP Lane 6**

Schedule: **Varies**

Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the school Principal and a certified teacher, the Senior Special Education Paraeducator may act as a primary intervention agent for students with disabilities and deliver the services specified on the student's Individualized Education Plan (IEP). Assists in the development and implementation of lesson plans and participates as a member of the Child Study Team in developing IEP's.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- May act as primary intervention agent for students with disabilities.
- Delivers services on the student's IEP.
- Assists in development of lesson plan.
- Participates as member of Child Study Team developing IEP's.
- Participates in programs and school events as directed by the principal.
- Assists in on-the-job training of Instructional Assistants I, II, and III.
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires two years (one of these years at the Instructional Assistant III level) job related work experience with demonstrated competence.

- Must demonstrate basic competence in reading, writing, and math.
- Must show proficiency in knowledge and practice of the field of Special Education, instructional techniques and behavior management techniques.
- Requires tolerance for stress and flexibility in accepting assignments as needed to meet the unique needs of students with disabilities.
- May be required to proficiently operate a variety of special equipment (e.g. office equipment, therapeutic equipment, physical education equipment, media equipment, augmentative communication devices and computer equipment).
- May be required to use kitchen equipment and shop equipment.
- Requires knowledge of security and safety procedures for students with disabilities assigned to a classroom (e.g. helping students on and off busses on a rotating schedule, supervising play activities, mobility, field trips and lunches).
- Must be willing to apply the competencies acquired in the 30-semester hour program.
- Requires a variety of problem-solving relating to student needs and behaviors.
- Requires ability to follow directions made under guidelines set by certificated teachers and/or endorsed instructors under principles and procedures learned in prescribed in-house and academic training.
- Requires good interpersonal skills. Interacts with principal, teachers, itinerant service providers, classroom and instructional assists.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Office equipment, therapeutic equipment, physical education equipment, media equipment, augmentative communication devices and computer equipment.
- May be required to use kitchen equipment and shop equipment.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Much of this job consists of intervening with aggressive and self-abusive students and dealing with frequent stressful situations (e.g. angry students, emotional students, students with infectious diseases and personal physical abuse).
- Requires ability to lift a minimum 50 pounds.

ADDITIONAL PHYSICAL QUALIFICATIONS: for Para-Educators who regularly ride on a bus

- Drag a 125-pound object on the ground 50 feet within 30 seconds.
- Kneel down for 10 seconds; turn head to look under a school bus, and then return to a standing position within 5 seconds (perform two times within 60 seconds).
- While sitting and looking forward, move right foot back and forth between throttle and brake 5 times within 10 seconds.
- Climb and descend bus stairs three times within 30 seconds.
- From seat height (16 inches), pick up and carry a 50-pound object 35.
- Job stress is experienced due to adverse weather conditions, pressures to meet schedules, student behavior, medical problems (e.g. seizures) and the responsibility for the safety of students.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/8/2020