



Paraprofessional - 10 Month Employee

PURPOSE

Under the direction of the Special Education Coordinator, assist certificated teachers in providing instruction to individuals or groups of students placed in special education programs because of specific learning disabilities, severe emotional and behavioral issues, physically disabled, students with impaired vision, hearing, speech and/or other limiting conditions; perform a variety of clerical and instructional duties in support of the instructional program as required by the disabling/limiting condition of the student and according to established Individual Education Plans (IEPs).

PRIMARY FUNCTION:

Under general supervision, assist with instruction of a child with learning disabilities as an instructional aide in a classroom or similar program as instructed by a certificate teacher; to perform a variety of instructional and other student-related duties.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Encourage students and help maintain a supportive learning environment.
- Assist students with assigned special projects.
- Assist teachers in maintaining student control and in implementing behavioral modification systems.
- May be required to attend in-service training programs and workshops, Parent Information nights, and other activities.
- May be required to assist in maintaining a clean and safe environment for the students and staff.
- Respect the confidential nature of pupil records and school reports.
- Observe and report unusual or atypical student behavior to teacher.
- May be required to attend parent conferences and/or make parent contacts.
- Other functions as assigned.

SKILLS & QUALIFICATIONS

- College degree
- Has worked or can work with High School Students
- Strong math background desired
- Previous experience working with Special Education Students

SCHEDULE

- Full Time, non-exempt position
- 10-month position

COMPENSATION

\$20-\$25/hour

SUPERVISION RESPONSIBILITY

None

PERFORMANCE EVALUATION

Principal or designee

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, and use hands to finger, or feel. The employee frequently is required to talk or hear. The employee must occasionally lift and move up to 50 pounds. There are no special vision abilities required for this job.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Foundation for Hispanic Education (TFHE) is an Equal Opportunity Employer. It is the policy and practice of TFHE to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. TFHE ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. Any individual needing assistance in making application for opening should contact the Human Resources. 408-585-5022 ext.1032