

Connecting Waters Charter Schools Job Description

Job Title: Paraeducator (Special Education Instructional Aide)
Reports To: Executive Director or Designee
Classification Classified
FLSA Status: Non-Exempt

Summary:

Under the direction of a Special Education teacher or other assigned administrator, assist in the instructional program and behavioral management of physically, emotionally and learning disabled students in Resource Specialist Programs and/or any other regular education of special education program; provide instruction and a positive role model to students in basic living skills, social interactions and academic development.

Essential Duties and Responsibilities: include the following. Additional duties may be assigned by the Executive Director or Designee.

- Assist with the implementation of behavior support plans to calm and encourage students and control and redirect undesirable, inappropriate, or target behaviors;
- Assist the teacher in modifying curriculum and instruction to meet the special needs of individual students;
- Assist students in mainstreamed settings;
- Assist in implementing Individualized Education Program (IEP) objectives;
- Implement teachers' plans by assisting students individually, in small groups, or in a lab setting;
- Assists students operating computers for instructional purposes;
- Correct student work and record appropriate data;
- Assist teachers with supervision of pupils in the classroom;
- Assist in the administration of various assessments;
- Assist students with orthopedic and other adaptive device;
- May accompany teacher and/or students on field trips, workability assignments, and assists with supervision;
- May lift and assist students in the use of wheelchairs, classroom and playground equipment, bathrooms and other school facilities;
- Under the training of the nurse, may perform a variety of medically related duties including administering medications, tube feeding, oral and tracheal suctioning, catheterization and changing colostomy bags as required by individual students;
- Maintain other records as required;
- Maintain timely, regular, and consistent attendance at work;
- Perform other related duties as assigned.

Coordinator Responsibilities:

This job has no coordinator responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understands the concepts of child growth and development and characteristics of childhood behavior.
- Knowledge of behavior management and positive reinforcement, classroom procedures and appropriate conduct in the educational setting.

- Ability to tutor individual and small groups of special education students in academic subjects, physical education, basic living skills and other assigned instructional areas.
- Provides support and assistance to a teacher in implementing IEP objectives for individual students.
- Possesses knowledge and understanding of the basic principles and concepts of math, language arts, reading, science, and social studies.
- Plans, organizes, and coordinates assigned tasks so as to meet established timelines.
- Possesses competence in the usage of basic computer skills and standard office software applications
- Has effective interpersonal and communication skills; understands and carries out oral and written instructions; and utilizes proper English usage, grammar, punctuation, spelling, and speaking skills.
- Maintains a positive and safe learning environment.
- Works with students, District personnel, and the general public in a pleasant and cooperative manner.
- Maintains professional confidentiality and works collaboratively with peers.
- Analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision.

Education and/or Experience:

A typical qualifying background would include graduation from high school and some experience working with school age children with special needs. Highly desired - AA degree or higher; OR 48 units of higher education (transcript must be provided).

Civility:

Incumbent shall work well under pressure; meeting multiple and sometimes competing deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues and the Executive Director.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software. Ability to type at a speed of 50 wpm.

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must

occasionally lift and/or move up to 10-50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.