

## **WAUNAKEE COMMUNITY SCHOOL DISTRICT**

### **SPECIAL EDUCATION PARA-EDUCATOR**

#### Job Description

#### QUALIFICATIONS:

- 1) High school diploma (eligible for State of Wisconsin Handicapped Children's Aide Certificate - 883)
- 2) Good communication and interpersonal skills
- 3) Secretarial and clerical skills desirable but not required for every position
- 4) Ability to operate office machines, such as a dry copier, etc.
- 5) CPR/First Aid Certification
- 6) Ability to assume responsibility, display initiative, and exercise good judgment.
- 7) Experience with and enjoyment of children/youth.

REPORTS TO: Director of Student Services

#### GENERAL RESPONSIBILITIES:

Assists the classroom teacher to enhance the child's learning experience and to help expand the total program in meeting the objectives of the special education program. The job demands the ability to bend and lift, spend extended periods of time standing and/or sitting on the floor, to move quickly and freely, and to spend time outside in inclement weather. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

#### ESSENTIAL FUNCTIONS:

The special education Para-Educator shall:

- 1) Conduct instructional activities directly with students as pre-planned by the classroom teacher in regular and special education settings.
- 2) Assist the classroom teacher in carrying out the daily classroom routine by supervising in special classes, arrival and dismissal routine, recess, etc.
- 3) Escort students between buildings and classes.
- 4) Assist students with toileting, dressing, feeding, and personal hygiene and positioning as needed.
- 5) Perform routine and specialized health maintenance functions (G-tube feeding, suctioning, catheterization) under supervision of the teacher and school nurse.
- 6) Assist students with transportation needs, such as bus pick up and take home, escort to special classes, etc.

- 7) Assist in manipulation, use, and care of adaptive equipment as needed.
- 8) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- 9) Maintain loyalty to employer.

OTHER FUNCTIONS:

- 10) Maintain student records and correspondence.
- 11) Assist in classroom record keeping and data collection.
- 12) Prepare bulletin boards and newsletters.
- 13) Develop charts for student behavior program.
- 14) Complete clerical tasks as directed by the classroom teacher.
- 15) Aid in preparation of teaching materials, specific child related projects, room decoration and room clean up.
- 16) Perform other responsibilities as assigned by the building principal and/or director of student services.
- 17) Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994  
9/8/97  
April 2002

Waunakee Community School District