

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**

**JOB DESCRIPTION**

**TITLE:** Students with Exceptionalities Aide I (Paraprofessional) (FLSA Status: Non-Exempt)

**MINIMUM QUALIFICATIONS:**

1. U.S. citizen or authorized alien.
2. Minimum age 20 years.
3. Associate Degree (or higher) or 48 semester hours minimum to include: English Composition-3 hours, English/Reading- 6 hours, and Mathematics- 6 hours or Para Pro Assessment results (minimum score of 450) and high school diploma.
4. Willingness to meet certification standards that have been set by the State Department of Education and St. Tammany Parish School Board.
5. Effective oral and written expression.
6. Ability to work with students with exceptionalities across multiple environments.

**REPORTS TO:** Principal

**JOB GOAL:** Assists students with exceptionalities in meeting the goals set forth in the Individual Education Program.

**JOB SUMMARY:** To assist the students with exceptionalities teacher in providing an appropriate students with exceptionalities program for each student and differs from that of Students with Exceptionalities Aide II in that incumbents of this position have not completed the certification standards as set by the State Department of Education and St. Tammany Parish School Board.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists students by implementing activities to achieve the Individual Education Program (IEP) and/or health care plan under the supervision of the teacher, therapist, and/or nurse.
2. Performs non-instructional activities such as clerical housekeeping, monitoring, and other assigned duties under the supervision of the teacher and/or Principal.
3. As per student need following proper instruction by therapist, teacher, and/or nurse lifts, positions, transfers, assists in mobility, feeds, toilets, and provides and assists in other non-complex self-care activities.
4. As per student need and following proper training supervised by the students with exceptionalities nurse, performs complex medical procedures including catheterization, suctioning, tracheotomy care, ventilator care, gastronomy feedings, ileostomy/colostomy care, oxygen monitoring and/or other required medical procedures.

**PHYSICAL DEMANDS:** Possess physical skills and stamina to perform all job responsibilities such as lifting, walking distances, standing, bending, stooping, bilateral hand usage and reaching.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Arrives and leaves in a timely fashion.
2. Serves duty on designated days according to schedule.
3. Performs other appropriate tasks assigned by teacher and/or Principal.

**TERMS OF EMPLOYMENT:** Nine months per year, unless employed in a summer program, salary in accordance with the current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Incumbent)

\_\_\_\_\_  
**Incumbent's Name (Please Print)**

\_\_\_\_\_  
**Employee Identification Number**

**Original- Human Resources Department**

**Copy - Supervisor**

**Copy- Employee**

(Rev. (5/2022))