

## **PARAEDUCATOR - PACE**

Classification: Instructional – School Based

Location: Assigned Department

Reports to: District Administrator

FLSA: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for instructional assistant positions with similar duties, responsibilities, classification and compensation. Instructional assistants assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer.

### **Part I: Position Summary:**

The incumbent plans, organizes, and supervises activities designed to meet the physical, emotional, and intellectual needs, and to assure the care and safety of children enrolled in the PACE Program. The position provides supervised activities for students and performs duties to support infant and teen parent social development and mentoring.

### **Part II: Supervision and Controls over the Work:**

The PACE Instructional Assistant works under the supervision of a district office administrator or principal. Work is controlled and/or guided by state guidelines, professional practice, school and district policies and procedures, and directions and expectations as established by administration.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

1. Implement therapeutic and educational plans designed for infants and mentors teen parents. Enforce the policies, rules, and regulations of the program as approved by the Board of Directors. Follows state childcare licensing requirements.
2. Works cooperatively with the school principal and staff. Maintains program protocols, processes and state mandated requirements as applicable.

3. Develop daily programs for age-appropriate groups of children which include a mixture of enrichment classes and recreational activities. Guides young parents with positive role modeling and provides support to teen parents educationally and in parenting skills.
4. Provides for the care of infants. May provide colostomy care including emptying colostomy bags and cleaning of the skin. May provide catheterization. May administer tube feedings and/or medication(s) as authorized by the school nurse and supervisory staff. May provide health services and assistance to include changing dressings, assisting with oxygen, assisting with insulin, assisting with nebulizers or inhalers, and assisting with walkers, wheelchairs, canes, crutches.
5. Respond to questions and inquiries from staff and parents regarding care practices from an informed knowledge base. Interprets information, applies written instructions and trains parents in the care of infants and PACE program skills instruction.
6. Keep accurate and complete records of staff hours and timecards. Determine supplies and equipment and maintain inventory required for program and oversees correct use of such items.
7. Be responsible for the order arrangement, appearance, and décor of the classroom and designated areas.
8. Inform Administrator of unusual problems, or when conferences with parents are warranted.
9. Assures the safety and well-being of enrolled children. Takes appropriate steps to intervene when students are not in control, not in the proper location, or may be in dangerous or unsafe situations according to district standard.
10. Provides basic first aid when necessary. Assess injury to determine whether nursing care is needed. Maintains knowledge of students that may have medical concerns to be alert of potentially dangerous situations for their individual condition.
11. Maintains and updates mandatory state and district required trainings which includes Oregon Child Care Division requirements.
12. Assist in program development to improve quality and implement ideas to effectively support the education and health of teen parents and their children.

Perform other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Must be 18 years old and have graduated from high school.
- Have at least two years training in education, early childhood development, physical education, or recreation.
- Able to protect the confidentiality of student information consistent with FERPA requirements and good judgment. Ability to work without direct supervision and coordinate activities.
- Able to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
- Ability to communicate effectively verbally and in writing.
- Meet the qualifications of the Children Services Division, to include but not limited to annual training requirements, CPR/First aid for children, Food Handler's card, Child Abuse prevention training. Updates and maintains knowledge of infant and toddler child development. May be trained to use medical or feeding equipment such as nebulizers, Apnea monitors and feeding pumps.
- Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.

#### **Part V: Desired Qualifications:**

- Bachelor Degree in an appropriate and related field of study.
- Two years of experience that demonstrates the ability to work successfully with children in a learning environment. Knowledge of community resources to assist teens regarding homelessness, drug or alcohol prevention and rehabilitation and health care resources.
- Bilingual and bicultural skills in such common languages to the District as Spanish, Korean, Russian, and Vietnamese (to be determined by the specific position).

- American Sign Language.

#### **Part VI: Physical and Environmental Requirements of the positions:**

The physical demands and work environment 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.

- The employee must lift and/or move 25 to 50 pounds, and may assist. Support or move students when required to intervene in student safety issues.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, and hear. Employee may be required to perform extensive work at a computer display terminal.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee is occasionally exposed to outdoor weather to include wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- The employee may be exposed to infectious disease as carried by students and infants, exposed to student noise and learning resource noise levels. It may be expected that the individual could be exposed to blood, waste or other potentially infectious materials during the course of their duties.
- May be required to wear and utilize safety equipment designed to minimize the risk of injury to the employee and to the student.