SPECIAL EDUCATION PARAEDUCATOR

POSITION: Special Education Paraeducator
REPORTS TO: Site Administrator
LOCATION: Various Sites

NATURE OF WORK:
The Special Education Paraeducator works under the direction of the building administrator, classroom teacher(s) and other school/central office resource staff to provide services and supports to students with disabilities and to support the full implementation of the Individualized Education Program (IEP) /Individual and Family Service Plan (IFSP).

ESSENTIAL FUNCTIONS:
▪ Assist with the areas of adaptive skills that may include toileting, feeding, dressing, self-help and positioning in adaptive equipment/devices;
▪ Assist students with physical disabilities in positioning, movement and skills of daily living needs;
▪ Meet with the teacher on a regular basis to plan for and review instructional programs;
▪ Implement instructional/behavioral plans and protocols in accordance with the student’s Individualized Education Program/Individual and Family Service Plan;
▪ Collect data on academic/behavioral programs as directed by the special education teacher and school-based/county-based administrators;
▪ Maintain strict confidentiality of all student information; and
▪ Effectively problem solve, collaborate and work semi-independently to support student programs.

DUTIES AND RESPONSIBILITIES:
▪ Meet on a regular basis with teachers and/or other professionals to plan and/or review the day's activities and needs of the specific students;
▪ Provide instructional/behavioral/self-help assistance to students as necessary throughout the school day;
▪ Implement prescribed behavioral programs designed to assist the teacher and/or other professionals in managing student behaviors;
▪ Possess and maintain CPI certifications if assigned to regional programs: SAIL, LAP, PSSE, Autism, TIDES, COMPASS;
▪ Collect and maintain instructional and behavior data collection systems with fidelity as instructed by special education teachers and central office resource staff;
▪ Develop new skills as required for assistance in the implementation of the IEP/IFSP;
▪ Provide assistance to students as necessary throughout the school day;
▪ Maintain appropriate safety standards while assisting students during arrival and departure times;
▪ Assist the teacher and/or other professionals in record keeping;
▪ Assist students with physical disabilities in positioning, movement and skills of daily living needs;
▪ Assist students with developmental needs in daily living skills (e.g., toileting feeding, etc.);
▪ Prepare, under the direction of the teacher, appropriate learning activities, stations, and materials;
□ Keep required materials readily available for follow-up activities;
□ Operate and maintain equipment specific to their assigned area;
□ Assist in the establishment of rapport between parents, teacher and students;
□ Attend workshops and in-service training sessions;
□ Maintain confidentiality regarding all classroom and student information;
□ Maintain appropriate safety standards while assisting students during arrival and departure times;
□ Implement prescribed behavioral programs designed to assist the teacher and other professionals in managing student behaviors;
□ Operate and maintain equipment specific to their assigned area;
□ Assist teachers in the preparation of classroom-based materials and supports;
□ Implement instructional interventions with fidelity and based upon review of materials;
□ Support students in special education and general education settings;
□ Transition students to and from various classroom locations;
□ Accompany and support students to special areas classes, related arts, lunch/recess, and fieldtrips; and
□ Additional responsibilities as assigned by the principal.

QUALIFICATIONS:
Paraeducator I: Instructional paraeducators assigned to schools not designated as Title I schools shall have:
   • Graduated from a standard high school or possession of a state high school equivalence certificate; and
   • College training and experience working with children is preferred.

Paraeducator II: (All applicants applying for Title I Schools must meet Paraeducator II qualifications)
   • Graduated from a standard high school or possession of a state high school equivalence certificate; and
   • Completed at least two years of study at an institution of higher education; or
   • Obtained an associate’s or higher degree; or
   • Met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and mathematics or the instruction in readiness for these subjects; and
   • College training and experience working with children is preferred.

TERM OF EMPLOYMENT:
Full-time ten-month position.

SALARY GRADE RANGE:
The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 5/Paraeducator I or Range 7/Paraeducator II.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP