

LYON COUNTY SCHOOL DISTRICT

SPECIAL EDUCATION – SUBSTITUTE PARAPROFESSIONAL

Job Group: Instruction

Classification: Classified substitute

Terms of Employment: Substitute – Temporary, as-needed

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under the immediate supervision of a licensed professional, works closely with one or more student(s) with disabilities on a regular basis in an effort to provide the student(s) with the educational, physical, emotional and/or behavioral support they need to successfully implement the requirements of their Individualized Educational Plan (IEP). This person reports directly to the school site administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists the student(s) to whom they are assigned in such physical tasks as putting on and taking off outerwear, moving from room to room, using the restroom, provide toileting and/or personal hygiene care (i.e. changing diapers), carrying lunch trays, eating, transportation, etc.
2. Assists the student(s) in curriculum tasks as assigned by a certified teacher, carrying out instructional programs and lessons in various learning environments, in and out of the traditional classroom, as designated in the instructional plan based on the IEP and under the direct supervision of the certified teacher.
3. Under the direct supervision of a certified teacher, works with small groups of students to reinforce material initially introduced by the teacher.
4. Accompanies the student(s) to other locations within the school, if the child's disability warrants this type of support.
5. Establishes as fully as possible a supportive relationship with the student(s) without fostering or encouraging intense emotional involvement.
6. Assisting individual students in performing activities initiated by the special education or classroom teacher.
7. Assisting the special education teacher in data collection procedures, observing, recording and charting behavior.
8. Monitoring and reporting student(s) progress to the certified personnel.
9. Assist the student in interacting with the available classroom technology (SmartBoard, etc.).
10. Conforms to safety standards as prescribed.
11. Ability to work with students and adults in a variety of settings on and off school campus areas.
12. Ability to commute outside of attendance area as required by certified personnel in order to transport students to vocational programs.
13. Ability to supervise students/adults doing piecemeal activities and complete the necessary paperwork for this type of vocational skill.
14. Ability to take direction from and provide assistance to the Special Education teacher in charge of the transition program.
15. Ability to work unsupervised in an office offsite from the school for a portion of the day.
16. Performs and participates in other related duties as assigned by the building administrator or designee.

POSITION EXPECTATIONS:

1. Knowledge of CPR/AED and Universal Precautions.
2. Ability to work effectively with special needs students.
3. Ability to interpret and apply oral and written instructions.
4. Ability to perform several tasks and determine priorities.
5. Ability to deal with unusual behavior and crisis situations.

6. Ability to learn and apply school rules, regulations, and procedures.
7. Ability to complete routine records.
8. Ability to recognize and report hazards and apply safe work methods.
9. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education and Training: Substitute paraprofessionals need a high school diploma or GED.

Licenses and Certifications: Must have the ability to complete:

1. Specialized training as needed to meet individual student needs as outlined in IEP.
2. Handle With Care, First Aid, CPR Training, and/or Sign Language Training
3. Blood borne Pathogen and Universal Precaution Training

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by a substitute paraprofessional to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height, and the ability to restrain student(s) as needed to prevent injury to self or others.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting		X		
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	
Crawling				
Kneeling				

Reaching above of body				
Reaching away from body				
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping				
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination	X			
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

Substitute Signature: _____ Date: _____

Administrator: _____ Date: _____