

## NOTICE OF VACANCY

### Paraprofessional / Classroom Aide

#### 1. Qualifications:

- a. Assist, support, and work closely with staff to provide an appropriate learning environment for children.
- b. Experience working with children/young adults with disabilities, preferred.
- c. High School Diploma or equivalent.

#### 2. Terms of Employment:

- a. School year employment (185 school work days, based on annual school calendar and contract).
- b. Hourly salary determined by current HSISD Support Staff Bargaining Agreement.
- c. Benefits provided, including health, dental and vision insurance.
- d. Regular and predictable in-person attendance is an essential job function.

#### 3. Responsibilities:

- a. Assist in the planning and implementation of educational activities and instruction.
- b. Follow directives by the teacher and be responsible for the supervision of the student(s).
- c. Effectively participate in meetings, committees, staffings, etc. required for the classroom, building and district.
- d. Direct, assist and instruct student(s) as appropriate in a school setting, or community based instruction (CBI).
- e. Supplement the instruction by assisting teachers with individual or small groups of students.
- f. Manage and instruct students on appropriate behavior using positive behavior support (PBS) per the HSISD BOE Policy.
- g. Assist teachers in maintaining effective communication and relationships with students, parents, administrators, school personnel, and agency representatives.
- h. Assist students in meeting self help, health and behavior needs including toileting and personal care.
- i. Participate in special instructional activities to meet and student goals (i.e. loading/unloading buses, physical education, playground supervision, CBI's, transitioning to adult living, therapeutic activities, etc.)
- j. Understand and be aware of medical needs of students, follow medical protocols as directed by licensed healthcare providers.
- k. Maintain strict confidentiality of student information (FERPA/HIPPA).
- l. Understand, comply and submit Medicaid billing procedures.
- m. Follow established district policies/procedures regarding student medical concerns, safety, student rights, emergency/disaster plans.
- n. Knowledge of state guidance regarding physical restraint and seclusion. CPI training is provided.
- o. Other duties as assigned.

#### 4. Special Competencies:

- a. Ability to read, comprehend and communicate instructions and plans.
- b. Ability to be CPR and CPI (Crisis Prevention Intervention) trained.
- c. Possess essential technology skills with computers, assistive communication devices and educational software.

#### 5. Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, see, and hear. The employee is frequently required to stoop, kneel, crouch, crawl, and reach with hands and arms. The employee may occasionally lift and/or move 60 pounds or more, be able to push/pull wheelchairs up to 150 lbs. The employee may have to engage in the physical management of students in order to maintain a safe environment. Employees may, upon request, have to travel to different work locations.

**Application:** Applications will be reviewed upon arrival and should therefore, be submitted as soon as possible. If interested, please apply at [www.applitrack.com/lewiscass/onlineapp](http://www.applitrack.com/lewiscass/onlineapp)