

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Para Trainer  
**Date Prepared or Last Modified:** November 16, 2022  
**Work Year:** 9 Months  
**Department:** Transportation  
**Reports to:** Transportation Coordinator

**SUMMARY:** Under the direction of the Specialized Coordinator and Transportation Supervisors provide and direct comprehensive safety and training programs for Transportation Paraprofessionals. Responsible for tracking and maintaining Medicaid reimbursement reports, data entry and monthly reports. Responsible for assessment of Paraprofessionals and reports information regarding training or improvements needed to the Specialized Coordinator. Attend and represent 27J Schools Transportation Department at various informational and training meetings which may include IEP meetings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- D 20% Perform duties as a Transportation Paraprofessional as needed.
- W 30% Coordinate, train, and monitor Transportation Paraprofessionals in specialized equipment/medications to include ongoing resources and information to support students with medical, physical, emotional and behavioral needs.
- M/W 5% Assist with the development and instruction of the training and safety programs.
- M/DW 20% Prepare Paraprofessional assessments in the areas of student interaction to support IEP, equipment usage, record keeping and cleanliness of all equipment to support safe transportation of students. Provide coaching to reinforce student's behavior to support Positive Behavior Intervention Support.
- M/D/W 15% Maintain, track update all records for the Specialized Coordinator, which includes Medicaid, needed to support state and district requirements.
- D 4% Assist and support Paraprofessionals in the preparation of emergency evacuation plans and documentation. Coordinate, train and monitor required emergency plan and Medicaid paperwork.
- A/D 2% Provide instruction regarding district, state, and local laws, policies, and procedures.
- A/W 2% Attend all meetings and training sessions including all in-services and first aid, CPR classes that are required by the District and state. Check TMS weekly; turn in edit for missed punches/leave slips, notify TMS Manager/Director of shortage or overage on weekly hours in order to meet required hours for the week and ensure unapproved overtime is not accrued.
- A/M 1% Represent district Transportation Department at various meetings and seminars which may include IEP meetings.
- D 1% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** High School diploma or equivalent, plus specialized courses required to receive CDE state certifications to support transportation of special needs students.

**EXPERIENCE:** 4+ years of experience in pupil transportation as a Transportation Paraprofessional. Minimum of 3 years in special education courses provided by CDE. Hands on experience preferred.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Basic math and accounting skills; personal computer, and word processing skills. Need intermediate oral and written communication, english language, interpersonal relations, customer service and public relations skills, critical thinking, problem solving and organizational skills. Needs the ability to manage confidentiality in all aspects of job, manage multiple priorities, manage multiple tasks with frequent interruptions, and the ability to diffuse and manage volatile and stressful situations. Knowledge of wheelchair lifts, tie downs and other adaptive equipment. If it is determined that a student requires certain emergency medication during the bus ride, the Para Trainer will receive specialized training from a Registered Nurse which is guided by the Colorado Nurse Practice Act.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** First Aid and CPR certifications, CDE certification (minimum of 3 years) in special education courses.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This position has no direct supervisory responsibilities; however, carries out operational support to the Transportation Coordinator and staff by delivery of a training program for Transportation Paraprofessionals. Also act as a resource for Transportation Paraprofessionals by providing training and updates that pertain to CDE and district regulations and maintains and provides appropriate reports and data.

**JUDGMENT AND DECISION MAKING:** Work is assigned by the Transportation Coordinator and Transportation Supervisors. This position requires application of Colorado Department of Education, district, Board, and departmental policies, procedures and laws to properly assess training needs of paraprofessionals to train individuals to assist special needs students to support IEP's, and to proper use of specialized equipment to ensure student safety. Decision making requires self motivation and independent thinking. SPED Coordinator and Transportation Supervisors are involved in major decision making.

**SAFETY TO SELF AND OTHERS:** Medium exposure to self to bruises, cuts, heat burns, fractured bones, loss of limb/sight, disfigurement, or fatality due to traffic accidents. Low exposure to hernia due to lifting wheelchairs and students, to disease due to cleaning up body fluids, and to repetitive motion/stress injuries due to support of students.

*The physical demands, work environment factors, and mental functions described below 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 these essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, climb or balance, and taste or smell. The employee is occasionally required to use hands to finger, handle, or feel and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; or vibrations. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, and use interpersonal skills. Frequently required to copy and compute. Occasionally required to compile and negotiate.