

## Special Education - Summit Paraeducator

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### **Purpose Statement:**

The purpose of this position is to support our district's special education program to provide interim off-campus services for secondary students with significant behavior challenges (mild to profound) and/or credit deficiency. Responsibilities vary with the individual assignment, but typically include instruction of students, monitor student behavior, student hygiene, and preparation of materials, testing, and data collection/reporting.

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### **Essential Functions**

- Instructs/tutors students individually or in a small group setting under the direction of certificated employee(s)
- Acts as an instructional resource for classroom teachers
- Assists in the evaluation of student needs and in preparation of appropriate lessons and materials in collaboration with certified personnel
- Helps prepare and adapt lessons and activities with teacher approval, to be used as classroom activities and instruction
- Helps prepare and assemble homework activities for students
- Attends to the personal hygiene needs of students
- Maintains and/or assists with student behavior including maintenance of positive student behavior
- Assists with the supervision of students during building activities, such as assemblies, building emergency drills and special programs
- Monitor students with medical plans (possible seizures)
- Assist certificated staff with de-escalation and restraint based on individual student plans and approved district training

### **Other Functions**

- May attend building meetings and events i.e. staff meetings, open house, and/or related in-service activities/workshops
- May serve on building committees
- May be called upon to provide bus riding support
- May attend program meetings and events, i.e. department meetings, open house, and or related in-service activities/workshops
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment
- Performs other related duties as assigned

### **Education**

- High school diploma or equivalent
- Must meet minimum state requirements for Paraeducators

### **Knowledge and Skills**

- Full working knowledge and skills required to perform assigned tasks
- De-escalation training required
- Some experiential skills required to perform assigned tasks
- Complex and adaptive communication of complex information in oral and written form
- Primary responsibilities require advanced curriculum skills
- The job frequently is required to function in complex situations

## **Responsibility**

- Tasks require some independent judgment with consultation of supervisor or administrator
- Decisions are made within assigned tasks
- Decisions are made to achieve structured results
- Frequently required to resolve unexpected issues
- Regular discretion and access to confidential/privileged information
- High risk or impact if errors are made

## **Planning & Organizing**

- Planning/organization of own work in coordination of work of others
- Reporting required within classroom or building
- Collecting and some assessment of data or reporting

## **Working Conditions**

- Frequent Interruptions
- Limited Deadlines
- Frequent emotionally charged interactions
- Work regularly performed under demanding conditions
- Infrequent risk/exposure to human borne pathogens
- Requires special safety or health precautions associated with adverse conditions when working with students
- Moderate exposure to noise
- Limited standing (1-30%)
- Moderate lifting (11-30 lbs. / occasionally)
- Moderate prolonged sitting (31-60%)
- Moderate stooping and bending
- Moderate twisting
- Limited fine dexterity

## **Required Testing**

Successfully pass the Paraeducator Test

## **Clearances**

Criminal Justice Fingerprint/Background Clearance