

# LYON COUNTY SCHOOL DISTRICT

## Special Education Paraprofessional

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**Job Group:** Specialized or Technical

**Classification:** Classified

**Terms of Employment:** Pay Grade 23 on the Classified Salary Structure (9 month)

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:** Under the supervision of a licensed teacher, works in special education assisting teaching staff in a variety of activities to provide specially designed instruction to students with disabilities. Assists teachers in providing individual and group functional living, academic skills, vocational and behavioral management support, as well as personal care attendant services to students with various mental, and/or physical disabilities to successfully implement requirements of students individualized education plan (IEP). Additional intensive training beyond what is necessary for a Special Education-Paraprofessional in the areas of student data collection, communication strategies, severe behaviors, and positive behavior management for Autism Spectrum Disorders, Cognitive Disabilities or Behavioral Disorders will be required. 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) in the program 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. Serves as a resource person, if and when requested, to the student's eligibility and IEP teams when conferring about the student whom the paraprofessional is assigned.
7. Assisting individual students in performing activities initiated by the special education or classroom teacher.
8. Assisting the special education teacher in data collection procedures, observing, recording and charting behavior.
9. Monitoring and reporting student(s) progress to the certified personnel.
10. Assist the student in interacting with the available classroom technology & augmentative devices (SmartBoard, iPad, etc.).
11. Conforms to safety standards as prescribed.
12. Ability to work with students and adults in a variety of settings on and off school campus areas.
13. Ability to commute outside of attendance area as required by certified personnel in order to transport students to programs not available within the student's school of attendance.
14. Ability to take direction from and provide assistance to the Special Education teacher in charge of the special education program.
15. Performs and participates in other related duties as assigned by the building administrator or designee.
16. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
17. Regular and consistent punctuality and attendance are essential functions of the job.

**ACCOUNTABILITIES:** Works under the direct supervision of a licensed teacher and is evaluated by the site administration utilizing teacher input.

**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.
10. Willingness to attend training as it relates to implementation of IEPs.

American Sign Language (ASL) Expectations when assigned to ASL:

1. Experience working with students who are deaf or hard of hearing
2. Knowledge of deaf culture
3. Ability to communicate via ASL with students.
4. Perform specialized duties requiring the application of and proficiency in accepted and designated sign languages, such as ASL, finger spelling, methods and techniques used in communicating with persons who are deaf and hard of hearing.
5. Able to utilize a variety of technologies to assist students that may include monitoring and assisting with FM systems, hearing aids, and other assistive devices.

**POSITION REQUIREMENTS:**

**Education and Training:**

1. High school diploma or GED equivalent.
2. Valid driver's license and DMV clearance.

**Licenses and Certifications:** Must have the ability to complete:

1. Specialized training as needed to meet student needs as outlined in IEP's.
2. Current Crisis Prevention and Restraint Training, First Aid, and CPR 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 an employee 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 assist students 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, augmentative communication devices, 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 or 1/3 body weight, whichever is greater, to waist height, perform a 2 to 3 person lift, and the ability to restrain student(s) as

needed and in accordance with state regulations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**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. May involve frequent to moderate lifting and other physical demands.

**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)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
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.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_