

Birmingham Community Charter High School

Paraprofessional

Special Ed Department

Title: Paraprofessional
FLSA Status: Non-Exempt
Reports to: Administrative Director or Paraprofessional Manager
Supervises: N/A

DEFINITION:

Under the direction of the Administrative Director or designee, provide support and assistance to classroom teachers in caring for students' physical needs and in presenting educational material and developmental exercises through a combination of experience and formal education.

ESSENTIAL FUNCTIONS:

- Performs a variety of activities pertinent to training, physical care, disciplining, and tutoring in order to inculcate habits, knowledge, and skills in students with disabilities
- Assists teachers in implementing lessons or portions of lessons to a student or a group of students, checks accuracy of work, and presents additional assignments as directed by a teacher
- Helps students to use books, classroom materials, and equipment. Adjusts or rephrases portions of text and classroom instructions
- Keeps routine records related to recording attendance, grades, test scores, and lunch money
- Assists teachers with use of electronic equipment and presentation of materials and methods to reinforce lessons to students
- Assists teachers in directing activities or assigned groups of students
- Lifts students in and out of holding or locomotive devices and on and off buses when trained by appropriate staff
- Assists students with all aspects of toileting which may include diapering and lifting on and off the toilet, changing tables, and mats when trained by appropriate staff
- Assists students with the use of mobility equipment, such as leg braces, walkers, mobile standers, and tricycles when trained by appropriate staff
- Assists teachers in working with students who may be demonstrating such behaviors as hitting, biting, scratching, and running, and works as a member of a team to implement the behavior support plan and/or crisis plan when trained by appropriate staff
- Under the teacher's direction, participates in data collection regarding student behaviors as part of behavior support plan development and implementation
- Assists teachers in maintaining an environment conducive for learning and encouraging appropriate behavior by the students using a consistent team approach
- Assists teachers in carrying out positive reinforcement procedures and reactive strategies identified in a behavior support plan, such as prompting student to switch to functionally equivalent replacement behavior and debriefing during the school day
- Assists teachers on field trips by helping students with physical needs, maintaining discipline, and reinforcing learning situations
- Assists bus drivers in maintaining discipline and responding to the physical needs of students
- Supervises a group of students in the temporary absence of the responsible teacher when notified
- May obtain food from the kitchen, serves food, and feeds students or helps them to feed themselves
- May make minor adjustments on special equipment such as wheel chairs, crutches, braces, standing tables, and gurneys when trained by appropriate staff
- May act as a resource regarding student issues at Individual Education Plan (IEP) meetings, if requested

Paraprofessional

- May take student temperatures, administer first aid, and provide basic nursing care as directed or authorized by a School Nurse
- May carry out the instructions of a Supervising Special Education Assistant or certificated employee to implement special physical handling, care, or exercises prescribed by doctors, nurses, or therapists when trained by appropriate staff
- May work with teachers, agencies, and private companies to assist in making job placements for graduates of vocational courses and may take students to job interviews
- Performs related duties as assigned

KNOWLEDGE OF:

- Physical and emotional needs of children at various age levels
- General nature and causes of physical, mental, and emotional disabilities
- First aid techniques
- Functioning of special equipment, such as wheel chairs and braces
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Classroom procedures and appropriate student conduct
- Safe practices in classroom activities
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Act calmly and appropriately in emergencies
- Take orders and follow instructions accurately
- Assist in feeding and toileting of students with special needs
- Understand and relate to students with special needs
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Determine appropriate action within clearly defined guidelines
- Meet schedules and time lines
- Work independently with little direction
- Operate a variety of office equipment including a computer and assigned software

EDUCATION AND EXPERIENCE:

Possession of a HS diploma or equivalent AND one of the following:

Possession of an AA degree or higher, or
60 semester or 90 quarter units from a recognized college or university.

SPECIAL:

A First-Aid Certificate issued by a recognized First Aid training program must be obtained within 60 days after appointment and must be kept valid during the term of employment.

A CPR Certificate issued by a recognized CPR training program must be obtained within 60 days after appointment and kept valid during the term of employment.

Nonviolent Crisis Intervention training must be conducted within the first year of employment and maintained through annual refresher courses

Paraprofessional

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate equipment
- Hearing and speaking to exchange information
- Seeing to read a variety of materials and observe students
- Sitting or standing for extended periods of time
- Contact with dissatisfied or abusive individuals
- Some positions may require the ability to directly assist in the lifting or moving students who weigh up to 50 pounds
- Some positions may require the use multi-person lifting techniques and the use of mechanical lifting equipment to lift or move pupils who weigh in excess of 50 pounds
- Some positions may require to safely provide physical support to pupils of any weight to assist in their movement

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date