

Signing Paraeducator

Purpose Statement:

The purpose of this position is to assist with the delivery of instructional services for eligible students. Responsibilities vary with the individual assignment, but typically include communication in American Sign Language, instruction of students, student discipline, planning, preparation of materials, testing, and record keeping.

Essential Functions

- Supports student communication with American Sign Language, augmentative devices, and speech.
- Helps prepare and adapt lessons and activities with teacher approval, to be used as classroom activities and instruction.
- Instruct students individually or in a small group setting under the direction of certificated employee(s)
- Assists in the evaluation of student needs and in the preparation of appropriate materials and lessons in collaboration with certificated personnel
- Assists and/or instructs students in computer usage and operation
- Maintains and/or assists with student discipline, and maintenance of positive student behavior
- Scores standardized student tests
- Prepares materials and supplies for supplemental activities
- Develops and maintains student records including required ranking sheets, student progress reports, program correspondence, parental notification correspondence and other related documents
- Monitors students with medical plans (if needed).
- Assists certificated staff with the de-escalation and restraint based on the individual student plans and approved district training.
- Assists with the supervision of students during building activities, such as assemblies and special programs
- Assists students with building emergency drills

Other Functions

- May attend building/program meetings and/or related in-service activities
- May serve on building committees
- May attend staff meetings and building events, such as open house
- May attend related in-service activities and workshops
- May be called upon to provide bus riding support
- Performs other related duties as assigned

Education

- High school diploma or equivalent
- Advanced sign language skills are required

Knowledge and Skills

- Full working knowledge and skills required to perform assigned tasks
- De-escalation training required
- Advanced experiential skills required to perform assigned tasks
- Intermediate oral/written communications required
- Primary responsibilities require advanced curriculum skills
- The job 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
- Occasionally 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 required

Working Conditions

- Frequent interruptions
- Limited or no deadlines
- Limited emotionally charged interactions
- Work requires moderate safety precautions
- Moderate exposure to weather conditions
- Infrequent risk/exposure to human borne pathogens
- Work requires special safety or health precautions associated with adverse conditions when working with students
- Moderate exposure to traffic
- Limited exposure to fumes
- Moderate standing (31-60%)
- Moderate lifting (11-30 lbs. / occasionally)
- Moderate prolonged sitting (31-60%)
- Limited carrying (1-10 lbs. / seldom)
- Limited transferring of students
- Moderate stooping and bending
- Moderate twisting
- Frequent fine dexterity
- Moderate pushing and/or pulling
- Frequent toileting
- Frequent diapering
- Limited tube feeding
- Limited hand feeding

Required Testing

Successfully pass the Paraeducator Test

Clearance

Criminal Justice Fingerprint/Background Clearance