

**SCHOOL DISTRICT OF BAKER COUNTY**  
**JOB DESCRIPTION**

**PARAPROFESSIONAL / EXCEPTIONAL STUDENT EDUCATION**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Training in related areas and / or willing to complete training in working with handicapped students.
- (3) Good physical health.
- (4) Paraprofessional exam passing score or completed a minimum of 48 college credit hours

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of moderately and profoundly handicapped students. Ability to apply knowledge to group and individual situations. Ability to listen and follow oral and written directions. Demonstrate effective oral and written communication skills. Possess basic mathematics skills. Ability to establish and maintain positive working relationships with others. Ability to work as a team member. Willing to learn the unique educational and / or personal needs to assist an individual student. Knowledge of and ability to use CPR and First Aid. Willing to attend additional training.

**REPORTS TO:**

Teacher / Principal / Administrator's Designee

**JOB GOAL**

To assist the teacher(s) in providing a well-organized, smoothly functioning environment in which moderately and profoundly handicapped students can take full advantage of the instructional program and available resources.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Assist the teacher in planning and implementing group and individual activities for students.
- \*(2) Follow instructions of therapists and health professionals to provide services to students including positioning, feeding, tube-feeding, suctioning, catheterization, and communication.
- \*(3) Assist students in maintenance of personal hygiene, such as grooming, toileting and cleanliness.
- \*(4) Transport students as required.
- \*(5) Provide assistance with classroom tasks to individual students.
- (6) Adhere to specific emergency procedures designed for the classroom and prepare to assume assigned role.
- (7) Practice prescribed infection control procedures.

## PARAPROFESSIONAL / EXCEPTIONAL STUDENT EDUCATION (Continued)

- \* (8) Assist teacher with preparation of materials and equipment.
- \* (9) Assist teacher with record-keeping, reporting, filing and other clerical duties.
- \* (10) Assist teacher with assessment of student progress.
- (11) Provide assistance with student's behavior management plan as stated in student's IEP.
- (12) Prepare students' lunches if required by special dietary needs.
- \* (13) Assist in maintaining an attractive and orderly environment.
- \* (14) Supervise students inside and outside, including, but not limited to, classroom activities, cafeteria, field trips and bus loading and unloading.
- \* (15) Maintain strict confidentiality of student data and records.
- (16) Assist in communications with parents as directed by teacher.
- (17) Administer medication to students in compliance with District policies.
- (18) Provide appropriate modifications needed as specified on student's IEP.
- (19) Accompany student to classroom, activities and other areas if assigned to serve one student and provide for that student's unique educational and / or personal needs.
- (20) Perform housekeeping duties as directed.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and / or up to 20 pounds of force frequently and / or to 10 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities