

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: Students with Exceptionalities Aide II (Paraprofessional) (FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
- 1. U. S. Citizen or authorized alien
 - 2. Minimum age 20 years.
 - 3. Associate degree (or higher) or 48 semester hours minimum to include: English Composition - 3 hours; English/Reading - 6 hours, and Mathematics - 6 hours or current passing score on the Para Pro Assessment for Louisiana and high school diploma.
 - 4. Completion of the certification standards that have been set by the State Department of Education/St. Tammany Parish School Board.
 - 5. Effective oral and written expression.
 - 6. Ability to work with students with exceptionalities across multiple environments.

REPORTS TO: Principal.

JOB GOAL: Assists students with exceptionalities in meeting the goals set forth in the Individual Education Program.

JOB SUMMARY: To assist the students with exceptionalities teacher in providing an appropriate students with exceptionalities program for each student and differs from that of Students with Exceptionalities Aide I in that incumbents of this position have completed the certification standards as set by the State Department of Education and St. Tammany Parish School Board.

- ESSENTIAL JOB FUNCTIONS:**
- 1. Assists students by implementing activities to achieve the Individual Education Program (IEP) and/or health care plan under the supervision of the teacher, therapist, and/or nurse.
 - 2. Performs non-instructional activities such as clerical housekeeping, monitoring, and other assigned duties under the supervision of the teacher and/or Principal.
 - 3. Demonstrates the highest ethical and confidential standards when dealing with colleagues, students and parents.
 - 4. Must maintain CPR certification and district NCI training.

- ADDITIONAL DUTIES AND RESPONSIBILITIES:** Performs such other duties as may be assigned by appropriate authority.
- 1. Arrives and leaves in a timely fashion.
 - 2. Serves duty on designated days according to schedule.
 - 3. Performs other appropriate tasks assigned by teacher and/or Principal.

- PHYSICAL DEMANDS:**
- 1. Ability to safely sit, stand, and move throughout the workday in a variety of indoor and outdoor environments.
 - 2. Ability to actively engage with students through activities that may include playing, bending, kneeling, lifting, and working at a child’s level.
 - 3. Demonstrate manual dexterity and fine motor skills necessary to operate computers and instructional equipment, and to assist students with learning materials.
 - 4. Ability to safely navigate classrooms, playgrounds, and stairways, including bending, reaching, stooping, kneeling, crouching, and supporting recreation-based learning activities.
 - 5. Ability to lift, carry, push, and move children, furniture, supplies, and equipment weighing up to 50 pounds independently and more than 50 pounds with assistance or team lifting on an intermittent basis.
 - 6. Ability to assist students with wheelchair mobility and general movement throughout the school environment.
 - 7. Ability to provide student personal care assistance, including toileting and diapering, while maintaining dignity and professionalism.
 - 8. Ability to follow established protocols provided by administration, therapists, teachers, and nursing staff for lifting, positioning, transfers, mobility assistance, feeding, toileting, and other non-complex self-care activities.
 - 9. Following appropriate training and supervision by nursing personnel, ability to perform specialized medical support procedures as required by student needs, including catheterization, suctioning, tracheostomy care, ventilator support, gastrostomy feedings, ostomy care, oxygen monitoring, and other medically necessary procedures.
 - 10. Ability to work in outdoor educational settings and tolerate varying temperatures, noise levels, and active student environments

TERMS OF EMPLOYMENT: Nine (9) months per year, unless employed in a summer program, salary in accordance with the current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ DATE: _____

Signature indicates that the employee has received the performance responsibilities and evaluation instrument for the position.

Reviewed and Agreed to by: _____ DATE: _____
Employee

Employee’s Name (Please Print) Employee Identification Number