

CHURCHILL COUNTY SCHOOL DISTRICT

PARAPROFESSIONAL INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

FSLA: NON-Exempt

Created: 11/2012

Last Revised: 11/2014

DEFINITION

Works in special education assisting teaching staff in a variety of instructional activities to provide specially designed instruction to student with disabilities. Performs custodial and educational activities including behavioral management, feeding and lavatory care, to assist students in the special education program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from site Administrator and the Director of Special Education. Functional and technical supervision is provided by assigned licensed teacher.

ESSENTIAL FUNCTIONS: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Provides individual and group functional living, academic skills, vocational and behavioral management support, as well as attendant services to students with various mental, and/or physical disabilities to successfully implement requirements of students individual education plan (IEP).
2. Additional intensive training beyond what is necessary for a Regular 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. (CPI training)
3. Assist teacher in monitoring and following through with students' individualized educational plans; monitor attendance; and may assist with the development of lesson plans.
4. Tutor individual or small groups of students; plus , supervise students for short periods during teacher's absence.
5. Assist in development of communication skills for students who experience language disorders.
6. May attend to minor first aid needs as appropriate.

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7. Supervise students on playground and promote safety and proper social behaviors; supervise and assist students at lunch/snack and provide nutritional instruction; supervise students entering and leaving buses; plus provide training in learning cooperation and socialization through play activities.
8. Accommodate physical disabilities of students by assisting students in and out of wheelchairs, on to changing tables, and with special equipment as necessary. This may require to diaper and toilet train students.
9. Prepare and duplicate instructional materials as necessary.
10. Maintain records of students' educational progress, attendance and lunch count as required.
11. Operate audiovisual and other instructional machines as needed.
12. Attend staff meetings and professional trainings/meeting as appropriate.
13. Assist in maintaining work area or classroom in a clean, orderly, safe, respectful, and healthful condition.
14. May be responsible for transporting students within the District or other locations as appropriate for the student's educational needs.

QUALIFICATIONS - *Knowledge, Skills and Abilities: (KSAs are the attribute required to perform a job; generally demonstrated through qualifying experience, educations, or training.)*

Knowledge of:

- Child development and growth concepts;
- Oral and written communication skills;
- Correct English usage, grammar and punctuation;
- Principles of child guidance; and
- Behaviors and special problems of Special Education students.

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Skills to:

- Prepare lessons and arranging and/or positioning materials and equipment used by Learning Disabled (L.D.) special education students school-wide based upon the IEP/ITP goals, objectives, and needs. Emphasis is on academic goals identified in IEPs;
- Observe, prepare, and maintain records and reports under the direction of the special education teacher; and
- Identify and perform the physical and mental stamina commensurate with the responsibilities of the position.

Ability to:

- Physically demonstrate instruction in sensory motor activities;
- Understand and follow oral and written directions;
- Provide custodial care; assist with toileting; lift and position immobilized students.;
- Maintain records and prepare reports;
- Communicate effectively both orally and in writing;
- Administer minor first aid and use minor first aid procedures properly;
- Learn to operate school machines and equipment.
- Recognize and report hazards and apply safe work methods.

Experience and Training Guidelines - *Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

One (1) year experience providing academic and physical assistance to special needs students.

Training:

Demonstrated specialized training in childcare, psychology; guidance, instructional technology, child development or a related field.

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Required Certification and Licenses:

1. Meet highly qualified standards cited under State and Federal regulation, which are:
 - a. Completed at least two (2) years of study at an institution of higher education (in Nevada this equates to 48 semester credits);
 - b. Obtained an Associate's (or higher) degree; OR
 - c. Passed a formal State or local academic assessment demonstrating knowledge of, and the ability to assist in instructing, reading, writing, and mathematics (in Nevada the only currently approved test is the ETS ParaPro Assessment).
2. High school diploma or GED equivalent.
3. A current Nevada driver's license is required at the time of hire.
4. CPR/First Aid certification is required at the time of hire.
5. Must have the ability to complete the district's Crisis Prevention/Intervention (CPI) training within six (6) months of hire.

Physical and Mental/Intellectual Requirements: *The physical and mental/intellectual 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.

Please see chart below indicating specific physical requirements.

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

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PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing			X	
Walking			X	
Bending/Stooping/Squatting/Twisting			X	
Crawling		X		
Kneeling		X		
Reaching above the body			X	
Reaching away from body			X	
Climbing Stairs		X		
Climbing while working (ladders, stools, roofs, poles)				
Balancing		X		
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight			X	
Pushing		X		
Pulling		X		
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)		X		
Fine Manipulation	X			
Repetitive Work			X	
Weight Barring		X		
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle				
Working Alone			X	
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	X			

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Heights				
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
Senses:				
Eyes				X
Visual Demanding Work				X
Near Vision			X	
Far Vision			X	
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell	X			

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 stress, noise levels ranging from moderate to very loud and occasional to frequent time periods. Potential exposure to blood borne pathogens.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____