

Magnolia School District

PARA-EDUCATOR/SPECIAL DAY CLASS MODERATE-SEVERE/BILINGUAL

DEFINITION

Under supervision of site administrator or designee and direction of an SDC classroom teacher, reinforces instruction to individuals or small groups of limited or non-English speaking moderate-severe SDC students in a classroom or other learning environment. Provides instructional support and perform clerical duties as assigned.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assists teachers with instruction of students by use of small groups, learning centers, and individualized reinforcement of specific areas of learning;
- Assists in the implementation of behavior procedures and strategies;
- Observes and controls behavior of students according to approved procedures; communicates progress regarding student performance and behavior;
- Collects data and maintains records of student's progress in targeted behavior areas;
- Assists with clerical tasks, such as taking roll, taking lunch count, filling out forms, and correcting papers;
- Supervises children on the playground, cafeteria or bus loading areas; accompanies children to/from these areas;
- Sets up and arranges supplies and equipment for student use;
- Prepares teaching aids as directed;
- Operates District and educational technology equipment;
- Accompanies students on field trips;
- Assists lifting of students in and out of wheelchairs and other adaptive equipment;
- Provides oral and written communication, acts as an interpreter for limited or non-English speaking persons;
- Provide tutoring or other assistance such as lesson preview/review in a language other than English;
- Assists in positioning pupils and in rendering various forms of personal care such as toileting and diapering;
- Assists in cleaning of counter tops, dishes and laundry, floor, and other areas as requested;
- Assists with feeding children and with adaptive feeding devices;
- Assists with walkers, braces, hand splints and body braces;
- Assists in administering first aid and/or medication, and suctioning;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Goals and objectives of an educational program, particularly relating to students with moderate-severe disabilities;
- Correct English usage, spelling, grammar, punctuation, and basic mathematics;

- Principles and procedures of record keeping including current educational technology;
- Students with moderate-severe special needs;
- Student behavior management strategies and techniques;
- Acceptable child development and behavior;
- Safe practices in classroom and playground activities;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Effectively support students with moderate-severe disabilities;
- Learn methods and procedures to be followed in an IEP program;
- Understand problems of severe students and how to solve them;
- Understand and carry out oral and written instructions;
- Learn methods and procedures to be followed in an instructional program;
- Communicate effectively in oral and written form;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public;
- Utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
- Perform routine clerical tasks and operate a variety of audio visual equipment;
- Keep data collection, counts and records;
- Be able to assist in lifting students (50 pounds);
- Become certified in First Aid;
- Become certified in CPR.

Experience:

- Paid or volunteer experience that demonstrates an ability to work successfully with children with severe special needs.

Education:

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.
- Pass a rigorous District bilingual test.
- Must meet one of the following: (1) an Associates Arts degree or higher; (2) completed at least two years of study at an accredited institution of higher education with a minimum of 48 general education units; (3) pass an approved Highly Qualified assessment test that demonstrates knowledge of and the ability to assist in teaching, reading, writing and mathematics.

DESIRABLE QUALIFICATIONS

- Ability to type at the rate of 30 words per minute;
- A certificate of completion of an approved instructional assistant course.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods and could require the person to run after a student. Other locations may be mostly standing and moving from classroom to classroom.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 27

Revised: 02/2017

Approved: 03/2017

EQUAL OPPORTUNITY EMPLOYER
