

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: District-Wide Lead Paraprofessional
Job Family: Student Support
Department: Exceptional Student Services
Typical Work Year: 9 months + 5 additional flex days

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: May, 2017 rev. 7/1/18

SUMMARY: The District-Wide Lead Paraprofessional provides on the job training and feedback to paraprofessionals throughout the district, and develops training modules for paraprofessionals. This position provides consultation to teachers and administrators about necessary student supports. District-Wide Lead Paraprofessional also assists the Director of Exceptional Student Services (ESS) in completing necessary data and evaluation feedback forms. When needed, the District-Wide Lead Paraprofessional may serve as a paraprofessional within a building supporting a student/students until a paraprofessional can be hired for the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- Ability to work a flexible schedule - may need to start work anywhere from 7:15 - 8:00; end time would correspond to a 1.0 FTE.
- Ability to provide on the job training and feedback to paraprofessionals
- Ability to assist in developing and delivering paraprofessional training modules
- Ability to consult with teachers and administrators on necessary student supports
- Ability to complete necessary data and evaluation feedback forms to the Director of ESS
- Support instructional programs and provide instructional assistance for students in individual, small, and large group settings. Assist in facilitating the execution of Individualized Education Plans for students under the direction of licensed staff. Implement approved modifications and/ or accommodations of curriculum. Enforce district policies regarding behaviors and discipline to help correct behavioral problems and assist in meeting student behavioral goals. Supervise and facilitate students in the classroom and a variety of settings that may include the lunchroom, playground, field trips, extra-curricular activities, or on-the-job training.
- Assist special needs students in performing daily routines, including getting to and from class and bus stops, using toilets, diapering, feeding, medical needs and personal hygiene, including working with trach, feeding tubes, and catheterization.
- Sanitize, disinfect and clean learning environment and general work area of all bodily fluids.
- Facilitate and encourage speech and language development through the use of alternate communication systems such as sign language or voice activated computer systems.
- Implement specialized therapy programs; work directly with therapists on physical progress and Individualized Education Plans (IEP).
- Assist the licensed staff by helping with data collection, updating records and documentation while helping maintain student files and class records. Maintain compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA.)
- Attend and participate in district and building in-service opportunities and committee work.

- Perform other duties as assigned.

EDUCATION AND TRAINING: High school diploma or equivalent. Basic Skills Competence (Minimum 2 years of college, e.g. associates degree, or 48 semester hrs of college coursework) OR Pass paraprofessional test (CDE and NCLB qualifications) prior to being hired.

EXPERIENCE: Experience as a paraprofessional or special education teacher.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR and First Aid training preferred at hire; required within three months of hire. Crisis Prevention Intervention (CPI) training required within three months of hire. Valid driver's license required - must be able to drive to a variety of job sites. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Communicate effectively in written and oral form using positive interpersonal skills
- Consultation skills
- Ability to assist in developing and support the behavior intervention plans, classroom management systems, and reinforcement systems
- Ability to use effective interventions for at risk learners
- Knowledge of Applied Behavior Analysis
- Knowledge of developmental, emotional, and behavioral disabilities
- Experience in data collection and data analysis
- Ability to develop and provide training related to accessing community resources and behavioral intervention practices in all school settings.
- Non-violent and physical intervention techniques
- Ability to use proper English grammar, punctuation, and sentence structure
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Knowledge of first aid skills

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers.
- Operating knowledge of assistive technology for communication preferred.
- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Exceptional Student Services

Direct Reports: This job has no supervisory responsibilities

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch, and to and from classes.

BUDGET AND/OR RESOURCE RESPONSIBILITY: This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	

Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy			X	
Coordinate			X	
Instruct				X
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Exposure to bodily fluids		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X

Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date