

SPED - Personalized Learning Services Paraprofessional

Purpose Statement

The job of SPED - Personalized Learning Services Paraprofessional is done for the purpose/s of providing support to the instructional program with specific responsibility for assisting in the supervision and instruction of students with significant disabilities; observing and documenting student progress; implementing plans for instruction; and assisting students by providing for special health care needs and monitoring student behavior.

This job reports to Designated Supervisor

Essential Functions

- Administers immediate first aid and medical assistance as instructed by a health care professional for the purpose of meeting immediate health care needs and developing children's daily living activities and behavioral skills.
- Assists medically fragile or physically disabled students getting on and off the school bus for the purpose of maintaining students' personal safety.
- Attends meetings and in-service presentations for the purpose of acquiring and conveying information relative to job functions.
- Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and implementing IEP objectives.
- Maintains a variety of materials, including those containing confidential information, (e.g. instructional aids, student records, files, etc.) for the purpose of ensuring availability of items, providing written reference, and meeting mandated requirements.
- Manages a variety of assigned activities for the purpose of providing a safe and optimal learning environment.
- Monitors students during assigned periods in a variety of school environments for the purpose of maintaining a safe and positive learning environment.
- Participates in the implementation of IEP goals for the purpose of meeting IEP goals and district benchmarks.
- Provides adapted classroom activities, assignments, and materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: implementing safety practices; operating standard office equipment including pertinent software applications; collecting data; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve

practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; confidential nature of this work; and stages of child development and behavior.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 50% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

- Experience:** Job related experience is desired.
- Education:** High school diploma or equivalent.
- Equivalency:** Passing the state paraeducator examination.

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

F