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| Job Title: | SPECIAL EDUCATION PARAPRO-HEALTH AIDE | Reports to: | Supervising Teacher Director of Special Education |
| FLSA status: | Non-Exempt | Supervisor duties: | none |
| Classification: | Classified | Approved on: | 10/13/2020 |
| Position Summary: | Provides health, nursing and related program services to special education students; serves as resource person to program staff and parents; and provides liaison activities with other community agencies. | | |

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist Special Education teacher in small group or individual instruction
- Assist in general education classroom as appropriate/needed
- Work collaboratively with all staff members, administrators, parents, and students.
- Prepare special materials for students and for the classroom
- Supervise students during playground activities
- Escort and assist students during mealtime activities
- Complete and maintain records as necessary including Medicaid reporting
- Assists with therapy needs of special needs students
- Assist with grooming, toileting and other daily living needs as necessary
- Check email daily and respond promptly to RMTS inquiries
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Positive attitude toward children and education
- Ability to type
- Good written and oral language skills
- Must be able to lift and move under tables, swings etc.
- Must be willing to change diapers and feed students as necessary
- Must be willing to get CPR certification

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Must be a highly qualified paraprofessional by completing one of the following:
 - Possess an AA degree
 - Have two years of college credits
 - Demonstrate knowledge of reading, writing, math, and the ability to assist in instructing these subjects by passing the paraprofessional test

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American

Sign Language or Braille may also be considered as acceptable forms of communication; reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.