



Oroville School District

816 Juniper Street Oroville, WA 98844
509.476.2281 www.oroville.wednet.edu

Life Skills/Special Education Paraeducator

Reports To: Special Education Director/Principal

Department: Elementary

Building: Elementary

Salary: \$18.30/hr

Hours/Days 6.5

Union Position: Yes

JOB DESCRIPTION

Assist a certified teacher in planning and implementing instructional practices, working with small groups; maintaining a safe and supportive instructional environment, monitoring and reporting student progress, and communicating and collaborating with teachers and other professionals to ensure quality instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

- Work with students(individually or in small groups)with or without disabilities, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Implement strategies and procedures developed by teachers to maintain safe, supportive, and inclusive learning environments
- Participate as a member of an instructional team; develop appropriate relationships with parents/families and team members. Contribute relevant, objective information to teachers and other school professionals to facilitate planning, problem solving, and decision-making processes across all relevant settings.
- Monitor and transport students to and from activities and non-academic learning environments (i.e., lunchrooms, playgrounds, buses)
- Assist in lessons as directed by the teacher; administer and score a variety of assessments according to established guidelines;
- Under the guidance and supervision of a teacher, effectively implement learning strategies, prompting procedures, and other systematic instructional procedures using a variety of instructional grouping arrangements.
- Assist in administering diagnostic and other assessments; score and record assessment information; read, understand and assist in implementing, recording and monitoring student's IEP.Report concerns to teacher when they arise.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior to teacher.
- Implement teacher-developed behavior plans and techniques that adhere to the laws, regulations, and procedural safeguards (safe crisis management) concerning the management of student behaviors. Includes lifting up to 50 pounds and/or restraining students if necessary. Record data and monitor progress on behavior goals as directed by the teacher.
- Assist teachers and other professionals in maintaining student records required by federal and state law and regulations and Oroville School District's Policies and Procedures.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Direct group activities of students as assigned, assist in meal time duties as assigned, assist in emergency drills, gross motor activities, assemblies, family activities as assigned.

- Maintain confidentiality of individual students and their families, as well as all student educational records.
- Participate with administrators, consultants, and/or other professionals in designing and implementing comprehensive professional development activities for paraprofessionals.
- Assist students by providing proper examples (positive attitude, caring attitude, good rapport with other staff members), emotional support, a friendly attitude and general guidance.
- Provide support to the teacher and student by creating an environment that is conducive to learning. If instruction is being hindered because a student's behavior is distracting, implement guidelines given by the teacher. (Take the student from a walk, take the student to the bathroom, remind students of behavioral expectations.)
- Conference with the teacher and instructional team (when necessary) concerning programs and materials to meet the student's needs. Also, discuss with the teacher concerns that need to be shared with the parent. It is the teacher's responsibility to communicate academic/behavioral/instructional concerns with the family.
- Assure the health and safety of students by following health and safety practices including PBIS and de-escalation techniques. May require annual training and re-certification in safe crisis management.
- Assist students in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the lavatory(toileting and diapering) ; assist students in getting on and off the bus (loading/unloading).
- Participate in meetings and in-service training programs as assigned.
- Perform other duties as assigned by the building principal and/or special education director.

PROFESSIONAL RESPONSIBILITIES

- Maintains standards of professional conduct, is a reflective practitioner and seeks opportunities to grow professionally.
- Understands the importance of serving as a role model and advocate for **all** students.
- Participates in student, staff and professional meetings.
- Understands rights to privacy and demonstrates confidentiality
- Observes and follows all Oroville School District policies and procedures, maintains high levels of professionalism and commitment through punctuality and daily attendance
- Performs all duties as assigned
- Assist in the instruction of career and college ready curriculum in content and advisory format

OTHER IMPORTANT SKILLS AND ABILITIES

- Excellent communication skills with youth and adults
- Deep reservoir of patience
- Ability to remain calm and clear-headed under pressure
- Understands emotional needs and limits of self and at-risk youth
- Knows and practices stress and anger reduction techniques
- Knows and understands group and individual problem-solving techniques
- Understands elements of group dynamics
- Understands cultural and poverty issues with regards to individuals and families.
- True sense of caring for the success and needs of youth
- Sense of humor, reflective and positive
- Solution minded
- Commands a belief that all students can learn at high levels
- Complies with the notion that failure is not an option
- Can balance professional and personal demands and activities on time
- Deal with students in a positive and confident manner;
- Be fair and consistent when working with a culturally, racially and economically diverse student population;
- Adapt to change and remain flexible;

- Organize activities;
- Use necessary equipment, computers, machinery, tools, or software;
- Direct assistants; use non-verbal means of communication
- Deal with specific physical or emotional disabilities and associated conditions, such as, severe behavior disorder;
- Attend to various physical and hygienic needs;
- Establish and maintain effective, positive working relationships with students, parents or guardians, specialists, staff and administrators.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Subject areas appropriate to assignment;
- effective behavior management techniques;
- effective instructional techniques;
- rules and procedures for student safety;

Skills in:

- Proficiency in reading, writing, and oral communications;
- effective communication with parents or guardians in a culturally, racially and economically diverse community;
- designing and implementing lesson plans for students having a wide range of achievement;
- adapting curricula and programs to meet the intellectual, social, physical and emotional needs of a population of special education students.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, hear, (corrected or uncorrected), and sometimes, to sit. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

WORK ENVIRONMENT

Required to deal with a wide range of student achievement and behavior; required to deal with a range of student disabilities, the nature of which depend upon the program involved; required to handle multiple tasks simultaneously and prioritize; may experience frequent interruptions; may occasionally or regularly deal with distraught or difficult students; potentially exposed to ordinary infectious diseases carried by students; may be potentially exposed to student bodily fluids and serious infectious diseases carried by students; in some positions the necessary and appropriate instructional methods may require specific positions and movements, and sufficient stamina and exertions, to demonstrate techniques properly for student safety, or to conduct or direct students; in some positions precautions may need to be taken to prevent or lessen exposure of self, and/or students to various materials, fumes, equipment, cutting edges or hot surfaces; may be required in some positions to move, position, or lift students or their special equipment, to restrain students, to attend to the personal hygiene of students, or to accompany students outdoors in inclement weather; may teach in a classroom without telephone communication.

ACKNOWLEDGMENT

I have read and understand this Job Description and I am physically able or with reasonable accommodation, will perform these duties to the best of my knowledge and ability.

Reasonable Accommodations Needed:

EMPLOYEE SIGNATURE: _____ DATE: _____

Employee's Printed Name