

Special Education Para Educator



Reports to: Director of Special Education
Salary Schedule: Schedule A
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: 9
Revised Date: 04/2011

SUMMARY:

The Special Education Para-Educator assists the Special Education Instructor in creating a positive learning environment to facilitate the personal, social and intellectual development of students. The Special Education Para-Educator may be responsible for providing for and monitoring objectives on the Individual Education Programs, under direct supervision of the Special Education Instructor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the instruction and supervision of students.
- Observe, record and report student progress and behavior.
- Assist students in games and in the proper use of playground equipment.
- Use appropriate behavior management techniques to maintain a positive climate for learning.
- Motivate students through effective communication and evaluative feedback.
- Assist in providing for the special physical needs of students.
- Escort/transport students to and from various school facilities and areas as needed.
- Provide daily feeding and/or mealtime supervision, toileting and hygiene care as needed.
- Adhere to required program guidelines, as defined by the State Plan for Special Education.
- Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
- Other duties as assigned by the instructor, principal or Director of Special Education.

QUALIFICATIONS:

- High school diploma or equivalent.
- AA Degree or successful completion of Praxis.
- Training and experience in working with students with special needs and disabilities preferred.
- Understanding the need for confidentiality.
- Obtain a Mantoux method tuberculin skin test.
- Must work closely with lead staff and supervisor.
- Successfully pass a Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.

- Demonstrate the understanding, ability, personality, emotional stability and physical health suited to meet the cultural, emotional, mental, physical and social needs of the children in care.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have basic knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND 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 stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

Employee
Signature _____ **Date** _____

Witness _____ **Date** _____