

**TITLE:**

Instructional Paraeducator - Special Education/Resource

**QUALIFICATIONS:**

Passing scores on the Kentucky Paraeducator Assessment OR the equivalent of an Associates Degree or above; responsible and varied experience at working with children; possess the necessary literacy and/or mathematics skills to fulfill the performance responsibilities of the job; good health as evidenced by a physical exam.

**REPORTS TO:**

Principal, Assigned Special Education Teacher, and **Special Education Coordinator**

**PRIMARY JOB GOAL:**

To work closely with one or a few students with disabilities on a regular basis in an effort to provide them with the instructional and/or physical help and emotional support they need to gain full benefits from the school's special education programs.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge and understanding of child growth and development; good knowledge of paraeducator instructional procedures and practices as they relate to the special needs child; some knowledge of the instructional goals and policies of public schools; good knowledge of subject matter reinforcement practices of the classes to which assigned; ability to implement teachers' instructional plan in assigned field; considerable patience and ability to work effectively with children, young adults, and faculty members; ability to assist in the implementation of an instructional program (that could include lifting, feeding, and changing of personal hygiene items) and to participate in monitoring and ensuring appropriate student behavior including passing of the Non-violent Crisis Intervention(NCI) Course and annual updates to maintain certification (de-escalation and restraint) if applicable to instructional paraeducator placement as determined by administration; ability to communicate clearly and concisely, both orally and in writing; ability to follow written and oral instructions and to perform all required tasks; ability to develop effective working relationships with the entire school community; ability to move about to monitor students and check work in classrooms with a varied seating and desk organization.

**PERFORMANCE RESPONSIBILITIES:**

- Participates in daily and long-range lesson and classroom activity planning.
- Confers with teacher concerning programs and materials to meet student needs.
- Reads to students, listens to students read, and participates in other forms of oral communication and curriculum tasks with students.
- Performs simple errands and tasks for students such as sharpening pencils, carrying lunch trays, etc.
- Guides students in working/playing harmoniously with other students.
- Helps maintain individual records for each student; prepares due process folders to be used for newly enrolled special education students.
- Operates and cares for equipment used in the classroom for instructional purposes; sets up and operates equipment in connection with classroom presentations.
- Assists with the supervision of students in lunchroom, classroom, playground, field trip, and other activities; accompanies the students to trips to the office, media center, etc.
- Types, files, and duplicates papers, tests, and other materials.
- Assists the teacher in preparing instructional materials requested.
- Assists in administering, scoring, and recording such achievement and/or diagnostic tests as the teacher recommends for individual students; proctors tests and examinations; assists with the K-PREP assessment.
- Under the supervision of the special education teacher, performs remedial instructions or tasks to reinforce learning initiated by the teacher with small groups of students.
- Tutors individual students.
- Participates as a member of an instructional team including remediation teams and the ARC as requested.
- Helps keep bulletin boards and other classroom displays up to date.
- Assists the teacher in maintaining neat work and study areas.

- Assists the students to whom assigned in such physical tasks as putting on and taking off outerwear, moving from room to room, etc.
- Assists, as needed and applicable, students with wash-ups and toilet routines.
- Instructs students, if applicable, in proper toilet training and assists with student hygiene.
- If applicable, changes diapers of students, lifts students, and/or administers medication to students and conducts medical procedures on students under the supervision of the assigned teacher.
- If applicable, does physical therapy for those students under the care of a certified therapist.
- Administers health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- If applicable, assists students at their workplace in the community.
- Helps inventory classroom supplies and equipment.
- Monitors the classroom when the teacher has to leave it for brief periods as directed by the Principal.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Observes and assists individual students experiencing difficulties to include de-escalation techniques and/or restraints if criteria is met by student as trained in NCI course; if applicant is formally trained and holds a current certification.
- If applicable, assists students at meal time; helps with cleaning the eating area.
- Assists in the responsibility of storing and retrieving classroom materials.
- Participates in the same professional development activities as the assigned teacher.
- Establishes a supportive relationship with the students.
- Performs related duties and assumes other responsibilities as may be assigned by the assigned teacher, the Principal, the RTC Director/Preschool-Special Education Coordinator, and the Superintendent.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT												
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:												
ACTIVITY	FREQUENCY		# OF HOURS A DAY									
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+	
a. Sitting		X	X									
b. Walking		X	X									
c. Standing		X	X									
d. Bending		X	X									
e. Squatting		X	X									
f. Climbing		X	X									
g. Kneeling		X	X									
h. Twisting		X	X									
i. Lifting		X	X									

<b>LIFTING</b> _____ 0-10 lbs. _____ 11-15 lbs. _____ 16-30 lbs. _____ <u>X</u> Over 31 lbs.		
2a. HAND MANIPULATION REQUIRED? _____ <u>X</u> Yes (If yes, complete 2a,2b,2c,2d,2e) _____ No		
2b. Repetitive hand movements? _____ Yes _____ <u>X</u> No		
2c. Simple Grasping?	Right Hand Yes <u>x</u> No _____	Left Hand Yes <u>x</u> No _____
2d. Power Grasping?	Right Hand Yes <u>x</u> No _____	Left Hand Yes <u>x</u> No _____
2e. Pushing Pulling?	Right Hand Yes <u>x</u> No _____	Left Hand Yes <u>x</u> No _____
2f. Fine Manipulation:	Right Hand Yes <u>x</u> No _____	Left Hand Yes <u>x</u> No _____

3. (a) Does the job require worker to reach or work above the shoulder? _____ <u>X</u> Yes _____ No
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Frequency? <u>low</u>
(b) Reaching at or below shoulder level? <u>X</u> Yes _____ No
Frequency? <u>very frequent</u>
4. Does the job require use of his/her feet to operate foot controls or repetitive movement? _____ Yes <u>X</u> No
5. Are there special visual or auditory requirements? <u>X</u> Yes _____ No
If yes, please describe (i.e. working with computer terminal): computer terminal
WORK ENVIRONMENT:
a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? <u>x</u> Yes _____ No
b. Is the employee exposed to fumes or airborne particles? <u>x</u> Yes _____ No
If yes, please specify: car duty (pick-up and drop-off lines)

BLOOD/FLUID EXPOSURE RISK: (check the right category)
<u>X</u> Category I: Tasks involve exposure to blood, fluid, or tissue
_____ Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.
_____ Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:
185 days per year; salary to be established by the Board of Education.
EVALUATION:
Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: July 10, 1995  
Revised: September 18, 2003  
Revised: April 15, 2010  
Revised: May 17, 2012  
Revised: June 21, 2018  
Revised: March 21, 2019

I have read and understand the terms set forth in this job description.

Signature of Employee \_\_\_\_\_

Date Signed \_\_\_\_\_