

**GARRARD COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: SPECIAL EDUCATION PARAEDUCATOR**

**REPORTS TO: School Principal or Designee**

**EXEMPT STATUS:** Non-Exempt

**APPROVED:** February 23, 2021 Order #2021-148

**BASIC FUNCTION:**

Assist certified teachers in implementing instructional practices, transitional activities, maintaining a safe and supportive instructional environment, and communicating and collaborating with teachers and other professionals to ensure special education students obtain quality instruction.

**REPRESENTATIVE DUTIES:**

- Implement strategies and procedures developed by teachers to maintain safe, supportive, and inclusive learning environments.
- Implement strategies that promote the student's independence across all relevant educational settings.
- Based on program and student needs, assist teachers and related service professionals in carrying out tube feeding, catheterization, toileting, diapering (including lifting), administering medication, feeding, positioning and other health related procedures required by students who have special health care needs, and maintain appropriate records of these activities.
- Keep student data current and report concerns to teacher when they arise.
- Under the guidance and supervision of a teacher, effectively implement learning strategies, prompting procedures, and other systematic instructional procedures in school and non-school settings using a variety of instructional grouping arrangements.
- Implement teacher-developed plans or strategies that enhance the fluency, maintenance, and generalization of academic skills.
- Based on program and student needs, assist teachers with community-based instruction.
- Use grammatically correct language which includes age-appropriate vocabulary, first person language, appropriate tone of voice, and reinforcement procedures.
- Perform routine clerical duties such as preparation of instructional classroom materials; setting up student work areas; and operating office equipment, video, computer, adaptive devices, and other materials. Maintain classroom records, maintain attendance records, answer phone.
- Assist teachers in monitoring student progress regarding academic/cognitive development, social development, and behavior.
- Assist teachers and other professionals in maintaining student records required by federal and state law and regulations and Garrard County Public Schools' Policies and Procedures.
- 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.
- Monitor and assist students in non-academic learning environments (i.e., lunchrooms, study halls, playgrounds, and buses).

- Direct group activities of students as assigned, assist in lunchroom duties as assigned, assist in emergency drills, rec-leisure activities, assemblies, community participation as assigned.
- Assist in overseeing students while in regular class, labs or other activities, providing them with the necessary materials needed to participate.
- Follow teacher instructions and implement team decisions.
- Contribute relevant, objective information to teachers and other school professionals to facilitate planning, problem solving, and decision-making processes across all relevant settings.
- Maintain confidentiality of individual students and their families, as well as all student educational records.
- Perform assigned responsibilities under the supervision of the teachers in a professional and ethical manner established by the district, agency, state, or professional organization.
- Participate with administrators, consultants, and/or other professionals in designing and implementing comprehensive professional development activities for paraprofessionals.
- Assist in administering diagnostic and other tests and record test information.
- Read, understand and assist in implementing, recording and monitoring assigned students IEP's.
- Assist students to and from activities, loading, unloading and/or riding the bus and assist in preparation as required.
- 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 student for a walk, to the bathroom, remind student how they are to behave).
- Conference with the teacher/case manager concerning programs and materials to meet 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 parents.
- Assure the health and safety of students by following health and safety practices and regulations including PBIS and de-escalation techniques. May require annual training and re-certification in safe crisis management.
- Maintains regular attendance.
- Duty to report to work.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

### **ABILITY TO:**

- Learn child guidance principles and practices.

- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report students behavior according to approved policies and procedures.
- Operate instructional and office equipment.

#### **PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **EDUCATION AND EXPERIENCE:**

Experience working with young children in an organized setting and some instructional experience in a classroom environment working with children with and without special needs and children and families from multi-cultural and multi-ethnic backgrounds. Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and some experience in working with children in an organized setting. Applicants must have at least 48 college hours or provide proof that you have taken and passed the Paraeducator Exam.

#### **LICENSES AND OTHER REQUIREMENTS**

- Valid Driver's License