# Job Description

**Title:** Special Education Paraeducator/Instructional Assistant **FLSA Status:** Non-exempt

**Classification:** Education Support Personnel - Classified

**Immediate Supervisor:** Building Administrator

**Job Summary:** This position works under the direction of the building administrator and Director of Special Education. This position is responsible for assisting a teacher to provide an efficient and effective classroom and school environment for students by providing assistance with educational programing, either individually or small groups of students. This position is also responsible for monitoring, redirecting students to support academic progress, providing supervision of students, and performing a variety of clerical duties as assigned.

# Hiring Specifications:

**Education**

* High school diploma or equivalency
* NCLB compliance – 60 college credit hours, associate’s degree, generalist or specialist para educator license issued by the Iowa Board of Educational Examiners OR successful completion of the district-approved competency test
* Computer/technology training as required for the position

# Certification

* NCLB compliance – see above

# Experience

* Experience working with students with special needs preferred

# Skills, Knowledge & Abilities

* Knowledge of behavior management techniques
* Knowledge of child guidance principles and practices, especially as they relate to students with learning disabilities, development delays and autistic behavior
* Knowledge of core subjects taught in district schools including arithmetic, grammar, spelling, language and reading, including punctuation and vocabulary and ability to assist with instructional and related activities in a learning environment
* Knowledge of safe practices in classroom and playground activities and health regulations
* Knowledge of core instructional methods and techniques
* Ability to monitor and observe student behavior according to approved policies and procedures
* Knowledge of district policies, rules and regulations
* Basic record-keeping skills
* Ability to develop rapport and interact effectively with students
* Ability to communicate effectively orally and in writing
* Ability to handle emotionally charged situations
* Ability to interact and collaborate with staff, students and families in a professional manner
* Ability to maintain confidentiality
* Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
* Show professional and ethical conduct as defined by district policy and procedures
* Show excellent attendance and is consistently on time for work as scheduled (including after all breaks)
* Maintain a professional appearance

# Technology Requirements

* Basic word processing and spreadsheet skills
* E-mail management skills
* Skill or the ability to learn the delivery and use of on-line learning programs as needed per school assignment
* Safe use of general office equipment

# Supervision of Others:

* N/A

# Personal Contacts:

* All district staff, students and families
* AEA267 personnel

# Job Duties:

1. Assists in providing instruction to individuals or small groups of students, reinforcing instruction as directed by the teacher.
2. Actively participates in professional development.
3. Provide additional support to students based on individual need.
4. Actively participates in IEP meetings, behavior intervention meetings when applicable.
5. Works with others to improve professional practice and student learning.
6. Monitors and assists students in prescribed learning activities.
7. Monitors, observes and reports progress of student(s) in regards to behavior, academics or health related issues as determined by teacher, instructional strategist or administrator.
8. Assists students and parents by providing proper examples, emotional support and general guidance as directed.
9. Communicates with teachers regarding programs and materials to meet student needs.
10. Follows health and safety practices and regulations.
11. Assists students in developing self-help and self-advocacy skills as directed.
12. Assists in implementing specialized student plans (IEP, BIP, 504, IHP), as needed.
13. Supports Positive Behavior Intervention System (PBIS) initiatives.
14. Communicates models and maintains standards of responsible student behavior in line with classroom and building goals and rules.
15. Uses instructional time effectively to maximize student achievement.
16. Provides appropriate supervision of students in classrooms, halls, lunchroom, playground and all other areas as directed.
17. Directs student group activities as assigned.
18. Provides assistance with de-escalating student behaviors in order to maximize instructional time.
19. Implements classroom management system.
20. Bus monitor as needed for student support.
21. Transports students as needed (primarily TAP Para).
22. Follows Board policies, district procedures and contractual obligations.
23. Completes other duties as assigned.

# Physical Requirements:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **NEVER**  **0%** | **OCCASIONAL**  **1-32%** | **FREQUENT**  **33-66%** | **CONSTANT**  **67%+** |
| A. | Standing |  |  | X |  |
| B. | Walking |  |  | X |  |
| C. | Sitting |  |  | X |  |
| D. | Bending/Stooping |  | X |  |  |
| E. | Pushing/Pulling |  | X |  |  |
| F. | Reaching |  | X |  |  |
| G. | Climbing/Stairs |  | X |  |  |
| H. | Driving |  | X |  |  |
| I. | Lifting |  | Up to 25 lbs. |  |  |
| J. | Carrying |  | Up to 25 lbs. |  |  |
| K. | Manual Dexterity Tasks |  |  |  |  |
|  | Telephone |  |  | X |  |
|  | Computer |  |  | X |  |
|  | Other |  |  |  |  |
| L. | Working Conditions |  |  |  |  |
|  | Inside |  |  |  | X |
|  | Outside |  | X |  |  |
|  | Extremes in temp/humidity |  | X |  |  |

Additional Physical Requirements:

* + Ability to provide physical care for assigned student(s)
  + Ability to perform physical restraint as needed following the appropriate district procedures
  + Successful completion of post-offer drug screening and physical as well as background check and as required thereafter by master agreement and State law.

**Terms of Employment:** As defined by the Board of Education and the negotiated agreement with the Waterloo Education Support Personnel. Performance evaluated annually.

**Date Last Revised:** 9/25/18