



Job Title: **District Para-educator Level 1-2**

Department: **Special Education/Responsive Services**

Supervisor: **Special Education/Responsive Services**

Administrator

Lane Placement: **ESP Lane 2-3**

Schedule: **35 Hours** Evaluation Group: **JCES 8**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of a special education or responsive services administrator, the District Paraeducator provides major assistance in the implementation of Individualized Education Plans (IEP) or Behavior Intervention Plan (BIP) for students with behavioral challenges. Assists with behavior management programs for students according to their individual plan and in accordance with the guidelines provided by Canyons School District. Incumbent assists in school activities as directed.

ESSENTIAL FUNCTIONS FOR ALL SPECIAL EDUCATION PARA-EDUCATORS

- Requires ability to work effectively with staff and students.
- Has interaction with other professionals regarding specific student needs (e.g., teachers, psychologists, physical therapists, and speech therapists).
- Requires ability to exercise emotional control in difficult situation.
- Requires desire and aptitude for training and development in basic behavior management instruction and a general knowledge of the field of Special Education.
- Requires ability to solve a variety of problems relating to individual student needs and behaviors. Problem solving is guided by policies and procedures set by administration and the licensed teachers.
- Requires knowledge concerning the safety and security of students assigned to the classroom (e.g., helping students on and off buses on a rotating schedule, supervising play activities, field trips and lunches).
- Assists with physical and emotional maintenance of students with or without disabilities.
- Assists in the provision of medical services under the direct supervision of licensed staff with appropriate training when necessary.
- Utilization of medical devices as trained and needed (e.g., catheters, feeding tubes).
- Duties may include assisting with toileting programs, diapering, feeding, and other physical care.
- Utilization of specialty equipment as train and needed (e.g., bikes, walkers, PT and OT devices).
- Data Collection.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

District Behavior Support

- Assigned on a temporary basis to a variety of schools to assist school teams as they implement behavior intervention plans for students who have significant behavior difficulties.

- This position requires the ability to work independently and be available to work in a variety of locations around the district.
- Provides major and specialized assistance to schools for students who are identified as having significant behavioral issues.
- Promote highly specialized positive behavior interventions in which students thrive: behavior instruction that is explicit, intensive, accelerated and provides ample practice.
- Assists with behavior management programs as specified on a student's IEP or behavior plan and in accordance with guidelines established by Canyons School District.
- Continually supervise students to ensure a safe, non-threatening, nurturing environment where students can thrive.
- Works with identified students to adopt behaviors that substantially increase their academic performance.
- Implements behavior intervention plans.
- Collects behavior data and provides reports and/or graphs of the data to school personnel for use in developing behavior intervention plans.
- Provides feedback to district specialists about specific student needs.
- Under the direction of a district specialist may assist in on-the-job training to other para educators as appropriate.
- Responds to critical situations in a variety of locations on a temporary, as needed basis.
- Demonstrates the ability to remain calm in difficult situations.
- Demonstrates the ability to work independently and problem solve.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- A minimum of three (3) years' experience in a related field or area of study.
- Safety Care Certification and/or willing to be Safety Care trained.
- Incumbent must demonstrate competence in reading, writing and math.
- Job requires good interpersonal skill. Interacts with students, parents, and staff.
- Job requires communication based on student needs and educational program.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/8/2020