



Job Title: **Paraeducator Level 1-3**

Department: **Special Education**

Supervisor: **Special Education Administrator**

Lane Placement: **ESP Lane 1-3**

Schedule: **35 Hours or Hourly** Eval 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).
- Assists in the provision of medical services under the direct supervision of licensed staff with appropriate training when necessary.
- 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.
- May be required to assist with staff shortages in critical situations in a variety of locations on a temporary, as needed basis.
- Utilization of medical devices as trained and needed (e.g., catheters, feeding tubes).
- Utilization of specialty equipment as train and needed (e.g., bikes, walkers, PT and OT devices).
- Has interaction with other professionals regarding specific student needs (e.g., psychologists, physical therapists, and speech therapists).
- Assists in school events at the direction of the principal.
- Requires ability to work effectively with staff and students with disabilities.
- Duties may include assisting with toileting programs, diapering, feeding, and other physical care.
- Data Collection.
- Predictable and reliable attendance.

During times of state and 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.

## **PARA-EDUCATORS ASSIGNED TO BUS DUTIES**

- Assists loading and unloading buses of students with disabilities.
- Ensures that safety vests, seat belts, and wheelchair tie-downs are properly secured.
- Assists students from residence or school both to and from the bus.
- Assists bus driver with operation of wheelchair lift.
- Ensures that supportive devices (e.g. oxygen tanks, crutches, walkers) are loaded and properly secured.
- Performs general supervision of students while on the bus.
- Monitors students' positions in seats including car seats and wheelchairs.
- Monitors clothing and covering for appropriate temperatures.
- Monitors behavior of students while on the bus and implements behavior programs as outlined by the school team. Provides appropriate interventions as necessary to control behaviors on the bus
- Monitors health and safety of student riders.
- Provides basic First Aid, if necessary, to students in physical distress (e.g. seizures, respiratory distress).
- Reviews blue Health Card on students with bus driver detailing specific health needs of students.
- Maintains professionalism with parents and teachers. Directs comments, concerns, or questions from parents regarding students to school staff.
- Maintains confidentiality of student information.
- Reviews evacuation plans for all students on route with bus driver yearly, promoting quick and safe evacuation during an emergency on the bus.
- Attends all required department in-service training.

## **Canyons Transition Academy**

- Assist with student academic and behavioral programs.
- Provide community and classroom based job coaching.
- Provide one-on-one public transportation training and community safety training.
- Provide community based instruction.
- Supervise students at the Canyons Transition Academy campus and in the community as needed.

## **Special Education/Bus Attendant**

- Assists loading and unloading buses of students with disabilities.
- Ensures that safety vests, seat belts, and wheelchair tie-downs are properly secured.
- Assists students from residence or school both to and from the bus.
- Assists bus driver with operation of wheelchair lift.
- Ensures that supportive devices (e.g. oxygen tanks, crutches, walkers) are loaded and properly secured.
- Performs general supervision of students while on the bus.
- Monitors students' positions in seats including car seats and wheelchairs.
- Monitors clothing and covering for appropriate temperatures.
- Monitors behavior of students while on the bus and implements behavior programs as outlined by the school team. Provides appropriate interventions as necessary to control behaviors on the bus
- Monitors health and safety of student riders.
- Provides basic First Aid, if necessary, to students in physical distress (e.g. seizures, respiratory distress).

- Reviews blue Health Card on students with bus driver detailing specific health needs of students.
- Maintains professionalism with parents and teachers. Directs comments, concerns, or questions from parents regarding students to school staff.
- Maintains confidentiality of student information.
- Reviews evacuation plans for all students on route with bus driver yearly, promoting quick and safe evacuation during an emergency on the bus.
- Attends all required department in-service training.

### **Special Education/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 with disabilities who have significant cognitive/behavioral difficulties.
- This position requires a minimum of two (2) years' experience of demonstrated success working with significant cognitive/behavioral students.
- Provides major and specialized assistance to schools for students who are identified as having significant cognitive/behavioral issues.
- 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 Teacher Specialists about specific student needs.
- Under the direction of a Teacher 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 flexibility, the ability to work independently and problem solve.

### **Special Education/Physical Therapy Aide**

- Assists with physical and emotional maintenance of students with disabilities.
- Assists in the provision of medical services under the direct supervision of licensed staff with appropriate training when necessary.
- Implements motor development programs as specified on a student's IEP and in accordance with guidelines established by Canyons School District.
- Requires ability to work effectively with staff and students with disabilities.
- Has interaction with other professionals regarding specific student needs (e.g., psychologists, physical therapists, and speech therapists).
- Requires ability to exercise emotional control in difficult situation.
- Requires desire and aptitude for training and development in 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.

### **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 REQUIREMENTS**

- 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.
- **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.**
- Requires ability to lift minimum of fifty (50) pounds.
- Responding to the unique educational needs of students with disabilities is frequently stressful.
- This job may emphasize intervention with and management of aggressive and self-abusive students, angry students, emotional students, students with infectious diseases, and personal physical abuse.

## **ADDITIONAL PHYSICAL REQUIREMENTS: Riding on a bus**

- Drag a 125-pound object on the ground 50 feet within 30 seconds.
- Kneel down for 10 seconds; turn head to look under a school bus, and then return to a standing position within 5 seconds (perform two times within 60 seconds).
- While sitting and looking forward, move right foot back and forth between throttle and brake 5 times within 10 seconds.
- Climb and descend bus stairs three times within 30 seconds.
- From seat height (16 inches), pick up and carry a 50-pound object 35.
- Job stress is experienced due to adverse weather conditions, pressures to meet schedules, student behavior, medical problems (e.g. seizures) and the responsibility for the safety of students.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of (50) 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](http://www.canyonsdistrict.org)

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Effective date: 6/8/2020