

AURORA PUBLIC SCHOOLS SUPPORT STAFF JOB DESCRIPTION

Job Title: Paraeducator, Severe Needs/Life Skills

Prepared Date: 06/30/2003

Revised Date: 07/01/2007

Work Year: 177 days

Department: School-Based

Reports To: Principal and Special Education Teacher

Salary Range: 25

SUMMARY:

Responsible for assisting students with severe needs in learning to be as independent as possible in every day living. Duties include instructing small and large groups in academic, sensory, art, money, domestic, recreation, hygiene, community and/or social skills; assisting students with feeding and transporting; supervising students in various settings outside the classroom; carrying out occupational or physical therapy activities as directed; administering assigned medical tasks; performing required recordkeeping; monitoring behavior; and implementing behavior plans. May assist with translation and/or communication using second language skills when possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- D 25% Instruct small and large groups in academics, sensory skills, art, money, domestics and recreation.
- D 11% Monitor students and assist in instructing hygiene skills including brushing teeth, using deodorant, combing hair, toileting, diapering, etc.
- D 11% Feed and supervise eating including spoon feeding and tube feeding.
- D 15% Provide supervision in classroom, physical education, lunchroom, playground and to and from buses.
- D 5% Carry out occupational therapy and physical therapy activities with students such as range of motion as directed by Occupational Therapist and Physical Therapist.
- D 5% Instruct and assist students with social skills including friendships, table manners, stranger safety, etc.
- D 4% Push wheelchairs to classrooms, restrooms and between school and bus and tie down wheelchair on bus.
- D 4% Administer medical tasks as assigned by the nurse including providing medications, administering suctioning, monitoring catheter, etc.
- D 1% Perform record keeping including documenting student attendance and participation for Medicaid forms; accounting for money received related to students' lunch, paychecks and bus fares; documenting student progress; and documenting and submitting student timesheets to receive students' paychecks.
- D 1% Monitor behavior using behavior plans, time out rooms and restraints when necessary.
- D 1% Lift students in and out of wheel chairs for positioning, diaper changing or toileting.
- W 9% Instruct, assist and may transport students with vocational activities such as shredding documents, recycling, cleaning tables, etc.
- W 4% Instruct students in community skills such as street safety, stranger safety signs, sight words, bank money skills, reading menus and ordering food.
- Ongoing 4% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:

High school diploma or equivalent; Associate's degree preferred. Training in various medical needs of students required within 3 months after hire. Training in use of vans preferred. Within the first year of employment, must successfully complete job-embedded APS professional development program to become highly qualified in compliance with the federal No Child Left Behind Act and to become familiar with APS teaching and learning expectations.

EXPERIENCE:

Less than 1 year of experience required.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Good oral communication and interpersonal skills. Ability to work with students with various backgrounds, abilities and/or severe needs. Operating knowledge of personal computers, manual and electric wheelchairs, wheelchair strap down and augmentative communication devices required within 3 months after hire. English language skills required. Oral and written fluency in second language may be preferred or required based on building assignment.

CERTIFICATES, LICENSES, & REGISTRATIONS:

Fingerprint/background certification required at hire. CPR, First Aid and work health physical certifications required within 6 months after hire. Valid Colorado driver's license preferred at hire.

SUPERVISION/TECHNICAL RESPONSIBILITY:

This job is responsible for supervising the behavior and safety of students while in the classroom, on the playground, during swimming, on/off buses, in the community and in vocation areas. Acts as a resource for parents and students by ensuring a safe and nurturing environment for the children and by providing information regarding children's well-being, behavior and progress.

SAFETY TO SELF AND OTHERS:

High exposure to self to bruises and cuts due to classroom accidents, playground accidents or upset children and to disease due to exposure to bodily fluids. Medium exposure to self to fractured bones due to falling on the playground or traffic accidents, to heat burns due to stove or microwave and to hernia due to lifting children. May expose students to injuries if a person in this position fails to properly monitor students' safety. May also expose children to disease or further injury if a person in this position fails to properly handle or dispose of body fluids or administer proper and timely care to sick or injured children.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk; sit, use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually moderate to loud.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. The employee is frequently required to compare, copy, coordinate, instruct, evaluate and negotiate. The employee is occasionally required to compute and synthesize.

Aurora Public Schools - Job Description - Paraeducator, Severe Needs/Life Skills - 07/01/2007