

Job Description

Job Title:	Special Education Para Educator
Employment Location:	Circle of Nations School Sequoyah Hall 832 North 8 th Street Wahpeton, ND 58075
Department:	Special Education
Immediate Supervisor:	Special Education Lead Teacher
Pay Status:	Non-Exempt
Calendar Classification:	9 Month Staff
Terms of Employment:	Salary and work year to be established by the school board. Duty hours to include 8 hours per day/40 hours per week.
Evaluation:	Performance of this job is evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
Education/Qualifications:	Minimum of AA degree or 60 semester college credit hours, both in a related field as determined by administration; North Dakota special education paraprofessional certification or ability to obtain, valid driver's license.
Physical Activity:	Employee is required to stoop, kneel, stand, walk, sit, lift, speak, see and hear.
Physical Requirements:	Employee shall be able to exert up to 20 lbs of force occasionally and up to 10 lbs of force frequently to lift, push, pull, carry or otherwise move objects, including the human body.
Mental Requirements:	Employee shall be able to appropriately adapt to stressful and/or emotional situations.
Working Conditions:	Employee is subject to activities that occur indoors and outdoors. Outside temperatures range from below 32 degrees Fahrenheit to above 75 degrees Fahrenheit. Employee is exposed to communicable diseases and other health issues, such as head lice.

Curriculum, Planning and Instruction: The employee will do the following:

- Assemble instructional materials as requested by the teacher.
- Plan, prepare and develop various teaching aids.
- Assist supervising teacher with planning lessons/activities, such as copying, typing and filing
- Without direct supervision, work with individuals and small groups of students to reinforce material initially introduced by the teacher.
- Assist supervising teacher in implementing IEP goals and objectives.
- Modify assigned school work with approval from classroom teacher and as written in the IEP, so that the student can benefit from the general education curriculum and/or alternative curriculum.
- Implement adaptations that are written in the IEP to empower the student to succeed in the general education curriculum.
- Assist supervising teacher in selecting materials/resources for student instruction.
- Perform clerical duties, such as grading student work and tracking behavior, as directed by the supervising teacher.
- Encourage and facilitate independent work skills in the students.
- Cover the classroom when the teacher is out of classroom for a time period less than a day.
- Maintain accurate records/documents relevant to the students' academic progress, behavior management and as required in the students' IEPs or by supervisors.
- Complete service contact logs for special education students daily.
- Attend and participate in students' meetings as approved by family members and staff.
- Assist and monitor students when using technological devices, such as computers and I Pads.
- Demonstrate an appreciation and knowledge of Native American culture.

Supervision/Safety/Student Management: The employee will do the following:

- Assist in instructional routine duties, such as bathroom breaks, snacks, lunch time, recess and hallway transfers.
- Assist in supervising school assemblies, lunch, recess, field trips and other school related activities.
- Assist supervising teacher in implementing behavior management plans and reinforce appropriate behavior in accordance with plans.
- Implement behavioral management strategies using same emphasis and techniques as teacher.
- Complete incident reports as required and monitor students in detention.
- Conduct observations, collects data and maintain behavioral records.
- Complete Daily Report Card documentation on paper and/or online.
- Follow guidelines established by the school district to protect the safety and well-being of students and staff.
- Keep current certification in Nonviolent Crisis Intervention and utilize appropriately.
- Report suspected child abuse to supervisor

Student and Staff Support/Collaboration: The employee will do the following:

- Work collaboratively with general and special educators to provide educational services to the students with disabilities.
- Accompany students on travel when approved by immediate supervisor.
- Establish and maintain open lines of communication with students and their parents concerning academic and behavioral progress.
- Keep the physical space of the classroom clean and organized.
- Support the inclusion of special education students in the general education classroom.
- Ask for directions/clarification from supervising teacher when job expectations are unclear or uncertain.
- Support the substitute teacher through collaboration of performing job duties and providing information on classroom procedures, location of materials, documentation requirements and behavior expectations.
- Perform other tasks and duties as assigned by supervisor.

Training and Professional Growth: The employee will do the following:

- Possess good oral and written communication skills.
- Possess good core academic skills.
- Model and prompt appropriate student behavior.
- Maintain enthusiasm for student learning throughout the school day.
- Seek things to do when assigned tasks are completed.
- Utilize technology under the direction of the supervising teacher to motivate and assist students in learning.
- Utilize technology to assist supervising teacher in recording grades and preparing instructional materials.
- Maintain strict confidentiality of student and staff information as outlined in FERPA.
- Present the school in a positive manner to coworkers and people in the community and beyond.
- Attend and participate in school sponsored professional growth activities and pursue other opportunities to improve skills.
- Follow chain of command to address concerns and issues.

Note: The signatures below indicate that the employee and administrator have discussed the elements of this job description. Employee signature indicates an understanding of the job description and an understanding that his/her job performance will be evaluated based upon these criteria.

Employee

Date

Special Education Lead Teacher

Date

