



## Office of Talent

**TITLE:** Special Education Paraeducator K-12

**DEPARTMENT:** Office of Schools and Learning

**REPORTS TO:** Principals

**RECEIVES GUIDANCE FROM:** Special Education and Academic Teachers

**BASIC FUNCTION (BF1):** Assist academic teachers in the instruction, supervision and care of students with disabilities in a variety of instructional settings, including special education, general education and work/community settings.

### **SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)**

*Demonstrated Experience or Willing to Acquire Skills:*

1. Exhibits essential dispositions and ownership of the district mission of "Regardless of who you are or what your story is, you can learn and be loved here."
2. Exhibits essential dispositions and ownership of the district vision of "Creating compassionate competent problem solvers."
3. Exhibits essential dispositions and ownership of the district core values
  - a. Demonstrated success of always doing what is best for all kids.
  - b. Believes in the concept of family
  - c. Demonstrated success as a committed leader
  - d. Believes in the concept of passion
  - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
  - a. Empathic
  - b. Motivated
  - c. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

### **HIRING SPECIFICATIONS (HS1-24):**

*Demonstrated Experience or Willingness to Acquire Skills*

1. Maintain confidentiality.
2. Assist classroom teacher with educational activities
3. Take direction and guidance from teachers and building principals
4. Follow behavior management plans for individual students.
5. Maintain students' daily behavior/academic documentation
6. Assist in the implementation and monitoring of students' Individual Education Plans
7. Prepare and organize instructional materials and equipment
8. Perform personal care duties for students with disabilities as needed.
9. Prepare and supervise students in bus loading/unloading.
10. Assist in maintaining a safe and orderly instructional environment.
11. Supervise lunchroom, playground, halls, classroom and other assigned areas.
12. Clarify and reinforce teacher directions
13. Participate in I.E.P. meetings as required.
14. Assist with instruction in the community setting as required.

*Charles City Community School District*

15. Assist students with assignments.
16. Listen to students read/read to students.
17. Prepare bulletin boards, games, and flash cards.
18. Organize daily student work folders.
19. Prepare attendance cards and reports.
20. Feed, toilet and diaper students as needed.
21. Under teacher direction, implement specific strategies to maintain/increase appropriate behavior and deescalate inappropriate behavior.
22. Supervise students in community/work settings.
23. Lift, carry and correctly position students with physical disabilities
24. Represent Charles City Community Schools effectively in the community, state and nation

**ABILITIES (A1):**

This position will require physical demands that include constant standing, walking, and working indoors. There will be frequent bending, stooping, reaching/pushing/pulling, extreme temperatures/humidity, and lifting of 50 pounds. There will be occasional sitting, climbing/stairs, driving, carrying of 25 feet, manual dexterity tasks, and working outdoors

**KNOWLEDGE AND EDUCATION (KE1-5 and KED1-2):**

**Required:**

1. High School Diploma or G.E.D.
2. Ability to relate to students with disabilities.
3. Ability to carry out duties cooperatively with others.
4. Oral and written communication skills.
5. One of the following: (1) 48 credit hours post-secondary education, or (2) associate's degree or higher, (3) paraeducator certification from Board of Educational Examiners, or (4) National Career Readiness Certificate (NCRC)

**Desired:**

1. Successful work or volunteer experience with disabled population
2. Supervisory experience with school age children

**POSITION INVENTORY:** Classified

**FLSA STATUS:** Non-Exempt

**FT/PT:** FT

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



\_\_\_\_\_ \* Talent Office Authorization

\*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: 03-01-2019

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein