

CHEQUAMEGON SCHOOL DISTRICT

POSITION DESCRIPTION *SPECIAL EDUCATION AIDE (PARAPROFESSIONAL)*

ORGANIZATIONAL RELATIONSHIP

Report and account to the building principal with work direction from the special education teacher.

POSITION PURPOSE

Support the student learning process in the classroom, playground, lunchroom, and other areas as may be designated by the building principal.

ESSENTIAL FUNCTIONS

- 1) Provide instructional follow-up and assistance to children as determined by the special education teacher.
- 2) Provide physical management assistance, which may include lifting, to children as determined by the special education teacher and/or other specialists.
- 3) Implement medical procedures to children including administration of medication as trained and delegated by the physician, school nurse and special education teacher.
- 4) Provide personal/custodial care for students who require individual assistance.
- 5) Assist children with special needs in mainstream regular education classes, playground and cafeteria.
- 6) Assist children with special needs in Music, Art and Physical Education.
- 7) Provide children with special needs community-based instruction and vocational work experiences as determined by special education teachers.
- 8) Carry out and assist behavioral management programs of difficult to educate students as determined by special education teachers.
- 9) Assist in operation and maintenance of assistive devices and adaptive equipment utilized for students.
- 10) Maintain files and perform clerical duties as assigned.
- 11) Assume additional responsibilities as they are directed by the special education teacher, building principal or Director of Pupil Services.

This description is designed to assist in evaluating various classes of responsibilities, skills and working conditions. It illustrates tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

QUALIFICATIONS

- 1) Education/Certification:

- Must possess a high school diploma, 2 year Associate Degree or higher preferred.
- Must obtain an 883 - Special Education Program Aide license from the Wisconsin Department of Public Instruction.

2) Knowledge of:
Office machinery and clerical skills adequate for the position.

- 3) Ability to:
- Demonstrate skills in organizing ideas and presenting them with clarity and conciseness, in establishing and maintaining working relationships based on mutual confidence and response, in identifying problems and their resolutions.
 - Demonstrate sound judgment, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm and resourcefulness, as well as dedication to duty.
 - Demonstrate such alternatives to the above qualifications as the school district may find appropriate and necessary.
 - Demonstrate competency in academic subject areas to assist students with instructional tasks.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification may exert 30 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

While performing the duties of this job, the employee may occasionally work in outside weather conditions.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

As set forth in the current employee handbook.

REVISED: 10/2012

The Chequamegon School District does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The director of pupil services is the district's compliance officer. If you have concerns, please call 715-762-2474 ext.2282.

ACKNOWLEDGEMENT:

I acknowledge I have received a copy of this job description. I also understand and agree that a condition of employment may be assignment of medical procedures or personal care needs, such as diapering, toileting, etc. I further understand that if hired on or after October, 2012, my acceptance of the job also indicates my voluntary agreement that administering injections may be a condition of continued employment if dictated by student needs.

Employee _____ Date _____