POSITION DESCRIPTION

TITLE: Special Education Paraeducator-49th Street
LOCATION: 49th Street Academy
REPORTS TO: Program Coordinator/Program Psychologist
DEPARTMENT: Special Services

SUMMARY STATEMENT:
Under the supervision of the Special Education Teacher and the Program Coordinator, the Special Education Paraeducator will assist in the supervision of student behavior and instructional activities, working closely with students on an individual, as well as small group basis.

Washington State Core Competencies should be completed within three years of hire.

ESSENTIAL FUNCTIONS:
1. Assist the Special Education classroom teacher in supervising and working with elementary and/or secondary students as follows:
   • Monitor students at all times.
   • Communicate effectively with students, staff and parents.
   • De-escalation of students in crisis.
   • Assist in providing one-to-one and group instruction to students so as to meet his/her individualized education program (IEP).
   • Assist in evaluating and specifying direction of instruction so as to maximize each student’s potential.
   • Maintain accurate data related to school behavior and academics.
   • Assist in administering and scoring formal and informal tests.
   • Implement behavioral management strategies using the emphasis and techniques that have been outlined by the teacher.
   • Assist in organizing and preparing a variety of instructional materials.
   • Maintain orderliness in the classroom and other student areas.
   • Maintain confidentiality.
   • Provide physical, therapeutic interventions, including restraint of students, when needed, using CPI approved techniques.
   • Remain calm and emotionally available in volatile situations.
   • Participate as a effective team member.
   • Diaper students as necessary.
   • Feed students as necessary.
   • Handle bodily fluids as necessary.
   • Lift and/or position students as necessary.
   • Attend various training sessions as necessary so as to maintain an up-to-date understanding of the special education student.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
**MENTAL DEMANDS REQUIRED:**

- Reading documents (66-100%)
- Constant Interruptions (66-100%)
- Verbal Communication (66-100%)
- Confidentiality (66-100%)
- Written Communication (Up to 33%)
- Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**

IBM/PC, typewriter, copy machines, telephone, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**

1. Basic typing/keyboarding.
2. Previous experience working with students with emotional and behavioral disorders.
3. Experience working with a team to develop and implement Behavior Intervention Plans.
4. Knowledge and/or experience of child and adolescent mental health issues.
5. Prefer knowledge and/or experience with Collaborative Problem Solving techniques.
6. Previous experience working with students in academic areas and/or professional course work in special education.
7. Demonstrated ability to communicate, monitor, supervise, and manage difficult students and help them succeed.
8. Demonstrated ability to communicate effectively with staff and families.
9. Must possess personal characteristics of flexibility, initiative, and cooperativeness.
10. Must possess physical strength and ability to deal with aggressive behavior of students.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
13. Demonstrated ability to problem-solve effectively as incidents occur.
14. Demonstrated ability to perform under conditions of constant interruption.
15. Demonstrated ability or willingness to learn computer skills and assistive technology.

**Variable Days Per Year (Includes Holidays)**

**Variable Hrs. Per Day**

PSE: ___________________________  Date: _______________

District: ________________________  Date: _______________
Special Education Paraeducator-49th Street