

**To apply for this position, submit the following:**

*Classified Application*

*Paraprofessional Addendum*

*Cover Letter*

*Equal Opportunity Form*

**Beginning Date:** Position begins with the 2017-2018 School Year

**Hours:** Hours and days TBD

**Salary:** Placement on the Classified Salary Schedule TBD

**AMITY SCHOOL DISTRICT  
Job Description**

**Job Title: Paraprofessional Educator; One-on-One (Temporary)**

**Reports To:** Appropriate Teacher(s) or Administrators

**Evaluated By:** Administrator

**JOB GOALS:**

Under the guidance of the classroom teacher and the direct supervision of program assistant directors/principals, our paraprofessionals aid students in meeting their individualized education plan (IEP) goals in areas such as: educational, communication, emotional, physical, and behavioral. Paraprofessionals work with students individually and in small groups on these goal areas, along with additional goals set by speech language pathologists, occupational therapists, mental health practitioners, and other professionals working with students. In this role, one helps model and encourage respect, communication, and competency during student work tasks and during socialization. Professionalism, empathy, and a non-judgmental approach are essential when working with students receiving special education services to ensure their safety and growth and in order to help them understand and exhibit appropriate behaviors at school and in the community. A paraprofessional is part of a team environment, where collaboration, communication, and adaptability are key to the success of the team and the success of the students. The paraprofessional role is performed following District policy and State/Federal Laws.

**ESSENTIAL REQUIREMENTS**

- Must be highly qualified: Two years of study at an institution of higher education with the ability to provide transcripts showing 60 completed semester credits, an Associate's (or higher) degree, **OR** a passing score on the ParaPro assessment.
- Previous experience working with children and/or individuals with special needs, with general knowledge of the practices, methods, and techniques used in the teaching of students. Other work history may be considered.
- Willingness and ability to work with students receiving a high-level of special education services.
- Ability to work as an effective member of a team with staff, parents, and the community through the building and maintaining of collaborative and positive relationships.
- Willingness to complete training in Professional Crisis Management and implement restrictive procedures.
- Good oral, written, and interpersonal communication that is maintained during high-stress and crisis situations.
- Ability and desire to work with assistive technology.
- Basic computer and email skills. Proficient in core educational subject areas.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist special education teaching staff in providing instruction and managing student educational programming.
- Adapt instructional materials, equipment, or strategies, under the direction of the teacher or other professionals, to provide differentiated instruction, accomplish objectives and meet student needs.
- Implement charting, data collection, paperwork preparation, and other monitoring techniques to ensure student success in a variety of areas, such as behavioral, social, and educational.
- Assist licensed staff in the implementation of classroom management and behavioral interventions, creating an environment appropriate for learning.
- Utilize proactive behavior management techniques, reinforcing positive behaviors, utilizing de-escalation techniques, and redirecting inappropriate behaviors. May be required to use physical restraints.
- Assist students in their daily routines, including escorting students during arrival and departure and to special classes or therapy, providing supervision in school areas such as lunch, the playground or gym, and at school related activities off site.
- Facilitate activities with a student or small group under the direction of the teacher, therapist or other related services staff.
- Assist students with developing appropriate social skills and behavior, through a variety of methods including modeling, lessons, incentive plans, and charting.
- Help to maintain safety of all students and the environment.
- Collaborate with related service personnel, teachers, fellow assistants, and other program/school staff in order to meet the needs of students and maintain a positive work environment for all.
- Participate in training/in-service as assigned, in accordance to the contract.
- Performs other job-related duties, as assigned.

## **CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Must possess a valid first aid card or the ability to attain one within 90 days of employment (ORS 342.169)
2. Criminal Justice Fingerprint Clearance (Board Policy GCDA/GDDA-AR)
3. Pre-employment physical may be required

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans With Disabilities Act of 1990.

Persons with disabilities may contact Jeff Clark at 503-835-2171 for additional information or assistance. Speech/Hearing impaired persons may contact the district assistance through the Oregon Relay at 1-800-735-2900.

## **PHYSICAL REQUIREMENTS :**

- Ability to lift up to 50 pounds weight and up to adult-size body weight with two-to-three-person lift.
- Ability to support a student's full body weight up to adult size.
- Frequently requires standing, walking, lifting, bending, leaning, and repetitive motions.
- Occasionally requires sitting, stooping, kneeling, and crouching.
- Ability to tolerate sudden jarring movement.
- Work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may require wearing of personal protective equipment.
- Locations are generally moderately noisy.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:** Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

*I have read and understand the responsibilities and qualifications of this job description.*

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*Signature*

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*Date*

9/7/2017