

VASHON ISLAND SCHOOL DISTRICT POSITION DESCRIPTION

PARAEDUCATOR - SPECIAL EDUCATION

HOURS PER DAY/DAYS PER YEAR MAY VARY BASED ON STUDENT AND PROGRAM NEEDS AS WELL AS PARAMETERS OF VESP COLLECTIVE BARGAINING AGREEMENT

GENERAL SUMMARY

Provide instructional assistance as assigned under the direction of Certificated staff. This may include 1:1 or small group academic and/or social emotional instruction.

ESSENTIAL FUNCTIONS:

Under the supervision of the Building Principal or designee, the position performs some or all of the following typical duties:

- Implement adapted curricula as directed by Certificated staff.
- Provide assistance and guidance to individual students.
- Report regularly to teacher and/or Program Director and be responsive to changing requirements.
- Collect data and document student progress based on achievement indicators.
- Utilize differentiated instruction as directed by Certificated staff and/or Program Director.
- Ensure physical and emotional safety of students.
- Enforce school rules and monitor student behavior in non-classroom settings.
- Participate in staff and department meetings.
- Work cooperatively with other staff and administrators.
- Fulfill other job related responsibilities as assigned.

REPORTING RELATIONSHIPS

- Reports to and receives direction from Building Principal or designee.

COGNITIVE DEMANDS

- Requires organization and time management;
 - Requires adaptability and flexibility in working with different students, staff, parents, and community members;
 - Requires effective decision-making and problem-solving;
 - Requires dealing with difficult, upset, or angry individuals on occasion.
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PHYSICAL DEMANDS

- May require prolonged standing or sitting; while performing the duties of this job, the employee may be required to sit, stand, walk, lift, carry, stoop, kneel, talk and hear. May require ability to assist with student hygiene.

MINIMUM QUALIFICATIONS

Education and Experience

- Minimum high school graduate or equivalent.
- Training or experience working with special needs students in tutoring groups and/or individuals preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be self-motivated and a self-initiator, working within program requirements and teacher supervision/direction.
- Must possess ability to monitor student behavior and enforce rules while establishing a positive rapport with students.
- Must possess ability to establish and maintain effective working relationships with staff.
- Must have good record-keeping skills including data collection on student achievement of learning and behavioral indicators.
- Must be willing and able to assist with personal hygiene and life skills.
- Must be able to implement adaptive curriculum as directed by classroom teacher and/or district specialists.
- Must have training in, or be willing to pursue training in, appropriate physical restraint techniques.
- Must have ability to follow established protocols for student(s) instruction, safety and daily documentation.
- Must be flexible; able to work with students with varying needs.
- Must demonstrate excellent communication and problem-solving skills.
- Must be willing to meet Washington State paraeducator competency requirements.
- Must demonstrate ability to maintain confidentiality.
- Must possess valid first aid and CPR card.

CONDITIONS/ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
