

Job Title: PLANNING ROOM PARAEDUCATOR

Qualifications: Possess the ability to obtain New Hampshire state certification/license in the area of Para educator and complete necessary education related classes to maintain said licensure during employment. Possess a genuine desire to work with all students; be sensitive to and skilled in, working with a diverse student population.

Reports to: Principal

Job Goal: The Planning Room is intended to be a tier 2 intervention. The Para educator's role is to help support students who demonstrate temporary difficulty completing assignments, and/or are exhibiting social/emotional difficulties. These problems may stem from experiencing a trauma of some sort, adjusting to a new setting, or from an as-yet-undiagnosed disability. The Planning Room Paraeducator will help students work on lagging skills and on developing positive coping skills that the team can support and transfer back to the classroom setting. The planning room objective is to be a proactive tier 2 intervention as opposed to reactive. Students may be assigned to the planning room during WIN time, during a 'second' special, or at another time deemed appropriate by Administration or the Child Concern Team (CCT). The curriculum used with students will be fully supervised by the school counselors.

Type of Position: 181 days

Wage: Per Collective Bargaining Agreement/Letter of Assurance

Hours per week: 33.75

Responsibilities:

- Support the plan developed by the CCT or administration to assist students in developing their lagging skills
- Engage in skill building activities based on evidence based instructional models
- Problem solve with students transitioning (from the morning activity to the classroom, from recess and lunch time to the classroom and occasionally from the classroom to a special)
- Coordinate support services and body breaks with administration and counselors
- Provide incentive based reward time as needed
- Coordinate support services (OT, snack breaks, nurse visits) and body breaks as needed with administration and counselors
- Provide an alternative work space for students when time out of the classroom is deemed necessary by the principal
- Performs such other tasks as may be assigned by the Principal

EVALUATION: Performance of this job will be evaluated in accordance with The Hinsdale Support Staff Contract

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS CONSIDERATIONS

Lift up to 10 lbs: Frequently required
Lift up to 25 lbs: Occasionally
Lift 26 to 50 lbs: Rarely

OTHER PHYSICAL

Twisting: Occasionally
Bending: Frequently
Crawling: Rarely

Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required

CARRY 11 to 25 lbs: Occasionally

CARRY 26 to 50 lbs: Rarely

CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally

REACH at shoulder height: Frequently required

REACH below shoulder height: Frequently required

PUSH/PULL: Occasionally

Squatting: Rarely

Kneeling: Frequently

Crouching: Frequently

Climbing: Rarely

Balancing: Rarely

WORK SURFACES: (describe)

Composite desk

Carpet/tile floors

Computer keyboard/screen

EMPLOYEE IS REQUIRED TO:

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

HAND MANIPULATION

Grasping:	Occasionally
Handing:	Frequently required
Torqueing:	Occasionally
Fingering:	Frequently required

Environment: Inside: 98% Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
Cleaning products

Special Conditions of Employment

All employees must pass a criminal history background check

Employee signature _____ Date _____

Superintendent signature _____ Date _____

Approved by the Hinsdale School Board 06/10/15