

**Job Title:** SPECIAL EDUCATION PARA EDUCATOR

**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:** Special Education Coordinator

**Job Goal:** To provide class room assistance to special education students

**Type of Position:** 10 Month (190 days) **Wage:** Letter of Assurance

**Hours per week:** 33.75

**Responsibilities:**

- Maintain confidentiality in ALL matters relating to children in your care both in and out of school
- Report student absence to the special educator (case manager) or special education coordinator and expect to be reassigned for the day
- Read and become familiar with the IEP(s) of student(s) in your care; have a copy of IEP At-a-Glance available to track goals per case manager's directives
- Work to gain an understanding of both the student and the disability s/he manifests – ask appropriate colleagues (case manager, school psychologist, school social worker, special education coordinator, previous para-educator that worked with student(s))
- Establish and maintain a relationship of trust with the teacher, special educator and student
- Follow case manager directives in implementing student programs (behavior plans, goal tracking, etc.)
- Model positive learning behaviors: arrive to class on time, use appropriate voice level for interactions with student(s) as not to interrupt or disturb the class
- Act as a liaison between classroom teachers and special educators by relaying information regarding handouts, projects, due dates, homework, behavior, modifications and accommodations
- Assist with preparation and maintenance of instructional materials
- Assist student with organizational challenges in organizing student's materials as accommodated in the student's IEP
- Maintain student folders, progress charts and behavior plans as required by special educator
- Assist student in activities of daily living as necessary (bathing, dressing, grooming, oral care, toileting, transferring, walking, climbing stairs, eating)
- Implement OT, PT, and Speech activities as directed by specialists involved with IEPs or 504s (if indicated)
- Shares school duties as assigned (before school, recess, lunch and after school)
- If you are responsible for Medicaid Billing, you are to be caught up through the previous week by the end of the first work day the next week.
- Other duties as assigned by Special Education Administrator, Case Manager, Principal

**EVALUATION: Performance of this job will be evaluated in accordance with Hinsdale Support Staff contract**

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS**

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

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Occasionally  
Bending: Occasionally  
Crawling: Rarely  
Squatting: Rarely  
Kneeling: Rarely  
Crouching: Rarely  
Climbing: Rarely  
Balancing: 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

**WORK SURFACES:** (describe)

Composite desk  
Carpet/tile floors  
Computer keyboard/screen

**DURING AN EIGHT HOUR DAY,**

**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 \_\_\_\_\_

Representative \_\_\_\_\_ Date \_\_\_\_\_

Approved by the Hinsdale School Board 06/10/15