

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SEPARATE DAY SCHOOL EXCEPTIONAL STUDENT EDUCATION PARAPROFESSIONAL

SALARY SCHEDULE: SSP-9

COST CENTER: SEPARATE DAY SCHOOL

QUALIFICATIONS:

- (1) High school diploma or equivalent
- (2) A passing score on the Para Pro Assessment Test within the 6-month probationary period or an Associate of Science Degree or sixty (60) hour equivalent from an accredited educational Institution.
- (3) Must successfully complete Mindset training within the probationary period.
- (4) At the time of hire, may be required to register for and successfully complete forty (40) hours of training/workshops in autism and/or related disorders to obtain ASD certification of the end of the probationary period.

KNOWLEDGE, SKILLS AND ABILITIES:

This position is distinguished from other paraprofessional roles as they provide extensive supports in the areas of instructional interventions for significant cognitive, behavioral, emotional, communication, medical, and physical limitations in a separate day school setting. Persons in this role also require basic knowledge and understanding of children with significant cognitive and behavior disabilities. Ability to communicate effectively. Knowledge of general computer use. Ability to follow directions. Ability to work independently as well as collaboratively.

REPORTS TO:

Principal or Designee

JOB GOAL

To perform direct student care and student care related activities, including, but not limited to personal care (i.e., toileting, feeding), activities of daily living, and other skills necessary for the student to access the school environment and make progress toward the mastery of individual IEP goals. Assist students accessing the learning environment with mobility limitations and by facilitating the students' learning as directed by the classroom teacher.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide instructional, vocational, and developmental assistance to students with exceptionalities under the supervision of a certified professional.
- * (2) Maintain accurate and complete records of students' activities and behaviors, which may require the use of a computer to enter student data, complete forms, schedules, and reports.
- * (3) Assist with the implementation of behavioral support plans and student safety plans including monitoring and charting of behavior and carrying out positive reinforcement procedures and preventative strategies; identifying reactive strategies in the plan such as prompting students to switch to functionally equivalent replacement behaviors and debriefing with IEP team members during the school day.
- * (4) Provide assistance in the learning area for maladaptive or self-injurious to maintain a safe learning environment with the use of crisis de-escalation strategies.
- * (5) Care for students with special health needs according to an individual health care plan.
- * (6) Make appropriate referrals to teacher, guidance counselor and/or school board nurse.
- * (7) Assist with physically transferring students from wheelchairs, mats, positioning tables, toilets, lifts, or other positioning equipment.

- * (8) Reinforce all knowledge and skills taught by speech/physical/occupational therapists in the learning environment; assist with physical health and positioning needs.
- * (9) Assist with physical health programs, including exercising, stretching, and walking for physical therapy; adjusts special equipment for student use as needed including lifting or assisting students in and out of special needs equipment as necessary.
- * (10) Assist in monitoring lunchroom activities and mealtime procedures including setup, feeding, and cleaning.
- * (11) Maintain confidentiality of student records and information and about school matters.
- * (12) Participate in staff meetings, professional development and Inservice trainings to acquire and/or convey information relative to job functions to support and maintain an effective educational environment.
- * (13) Substitutes in classroom for teachers as necessary or independently supervise students as assigned.
- * (14) Assist certified teacher in providing instruction to individuals or small groups of students with meeting the goals and objectives of student's Individualized Education Plans.
- * (15) Immediately notify appropriate personnel or agencies and follow established procedures when there is reasonable suspicion of child neglect or abuse, severe medical or social conditions, substance abuse or potential self-harm that would endanger or otherwise negatively impact the welfare of a student.
- * (16) Assist with the preparation of accurate records, reports and other clerical duties as assigned.
- * (17) Assist with the development of instructional materials.
- * (18) Assist with school wide supervisory tasks as assigned.
- * (19) Communicate effectively with students, staff, and parents.
- * (20) Use specialized equipment as required.
- * (21) Intervene in situations concerning discipline of students when students' health and/or safety is at risk.
- * (22) Assist in Extended School Year support.
- * (23) Demonstrate initiative in the performance of assigned responsibilities.
- * (24) Model and maintain high ethical standards.
- * (25) Follow attendance, punctuality, and proper dress rules.
- * (26) Participate in required workshops and training sessions as required to meet the needs of the classroom and student population.
- * (27) Keep supervisor informed of potential problems or unusual events.
- * (28) Follow all School Board policies, rules, and regulations.
- * (29) Exhibit interpersonal skills to work as an effective team member.
- * (30) Demonstrate support for the School District and its goals and priorities.
- * (31) Sustain focus and attention to detail for extended periods of time.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position, as assigned by the Principal or Designee.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects or individuals. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 06

*Essential Performance Responsibilities