



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Special Education Para Educator

Employee Group: Classified

Classification: CL-L4

FLSA: Non exempt

Supervisory Responsibilities: Students

Reports to: Special Education Teacher(s) assigned, Principal, Special Education Coordinator

Qualifications:

1. High school diploma or equivalent
2. Must be eligible for and maintain a WI DPI Special Education Program Aide License (or another DPI license)
3. Good communication skills
4. Ability to assume responsibility, display initiative, think critically and exercise good judgment.
5. Basic computer skills and ability to operate office equipment / student assistive technology
6. CPR / AED / First Aid Certification (will train)
7. Ability to work well with students with disabilities

Preferred experience:

Job related experience working with children in structured activities

Associate Degree or higher (48 college credits)

Position Summary:

Provides a variety of instructional assistance and support services associated with general and special education programs and student needs across the school experience, including self-help, behavior management and instruction.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

- Carry out instructional tasks planned by the teachers for individual students or groups of students in the student's learning environment. Provides accommodations per the Individualized Education Plan (IEP). Leads individual and small group activities under teacher direction.

- Assist students and staff with carrying out daily classroom routines, recess, hallways, lunchroom, arrival and dismissal etc.
- Escort students between buildings and classes as necessary.
- Assist students with toileting, dressing, feeding, personal hygiene and positioning as needed.
- Provide support in monitoring , intervening, and redirecting student behaviors. Acts to prevent and deescalate student behavior.
- Assist students with transportation needs, such as transitions to/from bus, escort to special classes, riding the bus, etc.
- Assist in manipulation, use, and care of adaptive equipment as needed.
- Help teachers gather and maintain pertinent information for student records and data collection.
- Implement and suggest updates to student support plans
- Aid in the preparation of teaching materials, specific child related projects, room decoration and room clean-up.
- Perform routine and specialized health maintenance functions (G-tube feeding, suctioning, catheterization) under supervision of the teacher and school nurse.

Other Functions

- Participate in meetings, workshops, and seminars (E.G. trainings, IEP's, team meetings, etc.) for conveying and/or gathering information.
- Follow district policies and promote a positive image of the District at all times.
- Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- Perform other responsibilities as assigned by the principal or special education coordinator

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Written and verbal communication in English;

Demonstrates understanding of the unique needs and characteristics of students with a variety of disabilities.

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.

Ability to maintain good relationships with others individually and as a team. Good human relations skills.

Skill in identifying, preventing, and de-escalating challenging behaviors.

Ability to use job-related equipment including computers utilizing a variety of software applications and assistive technology.

Adapt to changing work priorities with interruptions.

Ability to maintain emotional control under stress.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, crouching, twisting, turning, lifting, carrying, and reaching. Ability to lift, move and transport a variety of work related materials or assist with partner lifting/carrying students with disabilities in excess of 50 pounds. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision.

Work Environment

This job is performed indoors in a group classroom setting and outdoors in public and/or school settings. The noise level in the work environment is low to moderate, but can be disrupting at times. Occasional exposure to sun, heat, cold, and inclement weather.

Adopted: 4/22/91

Revised: March 1994
9/8/97
April 2002
August 2023