

**NORTH KITSAP SCHOOL DISTRICT
JOB DESCRIPTION**

SPECIAL EDUCATION PARAEDUCATOR

PRIMARY PURPOSE:

To assist a certificated teacher with the delivery of instructional and non-instructional services to eligible students. Services will be delivered to general education and developmentally, physically or behaviorally disabled students and may require special training and/or skills. Responsibilities vary with the individual assignment, but typically include instruction of students, behavior management, preparation of materials, testing, and record keeping

ESSENTIAL JOB DUTIES:

1. Instructs students individually or in small groups in assigned learning activity; provides assistance as necessary to students with sensory or physical handicaps.
2. May train students in self-care activities or carry out activities such as feeding, dressing, toileting and diapering.
3. Monitors student progress; maintains communication with classroom teacher and program administrator; maintains student records.
4. May transport students as needed throughout school premises; repositions physically handicapped students.
5. May clean dishes and utensils following snack periods; may prepare and serve lunches and snacks.
6. Models appropriate behavior for students; demonstrates and discusses behavior; assists in classroom management.
7. Assists teacher in planning and adapting materials and activities as directed; arranges classroom furniture and materials for activities.
8. Participates in department staff meetings; provides information regarding students.
9. Assists in planning special activities for students; accompanies students on field trips and yearly camp activity.
10. Provides general classroom assistance; duplicates materials and completes necessary paperwork; assists in testing students and records scores.
11. Will be assigned to work in various locations throughout the district.
12. Maintains a high degree of confidentiality with regard to all district related matters and records; provides a friendly, open, safe and service oriented atmosphere.
13. Provides assistance to other staff as needed.

OTHER JOB DUTIES:

1. Performs related duties consistent with the scope of the position as described.

WORKING RELATIONSHIPS:

Works directly under the supervision of the building principal or designee. Works closely with the classroom teacher(s), specialists, and other instructional assistants. Interacts daily with students and school staff. Interacts with district program staff and to varying degrees with parents.

WORKING CONDITIONS

The daily instructional activities are performed in a classroom setting. The instructional assistant works with at-risk students of various academic and social deficits, which may include anti-social behaviors. Students may also have mental and/or physical disabilities which necessitate assistance in the form of

eating, personal grooming, wheelchair transfer, lifting and/or toileting. The employee may be exposed to infectious diseases. Job assignments may be given in various locations throughout the district, as per program need.

QUALIFICATIONS:

1. Knowledge of childhood academic, social and physical development.
2. Knowledge of assigned developmental, behavioral, and/or physical handicaps.
3. Some knowledge of effective methods and techniques for working with special needs students.
4. Knowledge of assigned subject areas.
5. Excellent interpersonal skills required for dealing with special needs students.
6. Basic sign language skills (for certain positions.)
7. Ability to: establish positive relationships with and instruct school-aged youth.
8. Obtain, clarify and exchange information.
9. Organize and coordinate activities with assistance of classroom teacher.
10. Establish and maintain effective working relationships with a variety of people multi-cultural, diverse socio-economic setting.
11. Exercise sound, independent judgment, including handling of confidential matters.
12. Keep work organized and carry out duties effectively and efficiently, including the ability to appropriately set priorities.
13. Work effectively under pressure.
14. Communicate clearly and concisely, with courtesy and respect.
15. Adapt to new or different conditions.
16. Be dependable, including good habits in attendance and punctuality.
17. Be flexible and to adapt to changes in plans or activities on short notice.

Education and Experience

Associate's degree or 72 credit hours of post secondary education or passing state test to demonstrate knowledge and ability to assist in instructing students; one year of prior experience working with special needs students; special training or experience required for some positions; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work and that meets federal and state requirements.

Licensing and Certification

Highly Qualified as per No Child Left Behind (NCLB) standards.
Valid Washington Drivers License

EVALUATION:

Work performance will be evaluated in accordance with board policy and the collective bargaining agreement.

Union Affiliation/Classification

PSE/Para

FLSA Status

Non-exempt

Wage Range

PSE of NK

Job History

Created: 8/07

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time giving consideration to bargaining comment. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements.