

Personal Aide/Paraprofessional

Pemiscot County Special School District

Job Title: Personal Aide/Paraprofessional
Department: Instruction
Reports to: Teacher as assigned/ Principal/then Chain of Command
Classification: Non-exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Job Summary:

A Personal Aide/Paraprofessional provides non-instructional and instructional support services to student(s) necessary for the student to access the district's facilities and programs. These services may include ambulatory, eating, toileting assistance, and or academic skills, basic skills, or independent living skills instructional support.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities:

An individual who holds this position must:

Assist student(s) with disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning

Assist student(s) with physical care including feeding, bathroom needs, and personal hygiene

Assist student(s) with disabilities with instructional support as assigned

Assist in managing the behavior of students

Keep the teacher informed of any special needs or problems of individual students

Maintain confidentiality of information about children and their families in accordance with Board policy and law

Participate in staff development training programs, faculty meetings and special events as requested by administration

Help supervise arrival and departure of student(s) to which he or she is assigned.

Follow instructions from teachers and administrator

Any other duties as assigned

Supervisory Duties:

Assigned student and or students as assigned.

Qualifications:

Education

Associate degree or 60 hours of higher education or Certificate of passage of the Para Pro Praxis

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Certificates, Licenses, Registrations:

Refer to qualifications as noted

Skills and Abilities:

Language

An individual who holds this position must have the ability to:

Read and comprehend and follow simple written and oral instructions, short correspondence and memos

Write short correspondence and memos

Communicate one on one and in small groups

Good interpersonal skills with the ability to get along with a diverse group of staff and students

Ability to interact in a friendly manner with co-workers, parents and students

Reasoning

An individual who holds this position must have the ability to:

Understand and follow verbal and written instructions

Occasionally solve problems involving concrete variables within standardized situations

Technology

Basic computer skills including word processing and data entry.

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

Physical Demands:

An individual who holds this position:

Is frequently required to stand, stoop, bend and kneel

May have to use therapeutic restraint but only as trained and required

Must be able to lift up to 50-75 pounds independently.

May be required to regularly lift students

Must have both close and distance vision

Attendance:

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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Conditions and Environment:

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.