

Litchfield School District - SAU 27

POSITION TITLE: INDIVIDUAL STUDENT PARAPROFESSIONAL	
Job Description Approved By: <i>Litchfield School Board</i>	Date: 7/6/05
General Purpose:	The Individual Student Assistant is employed to assist one specific student in the educational setting. The student's goals and objectives are re-assessed on an annual basis. The Individual Student Assistant is employed to satisfy the Individual Education Plan of the student. He/she is effective for as long as the Individual Education Plan exists and while the student is a resident of the applicable attendance area.
Reports to:	Case Manager and Building Administrator
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Provides direct instruction services outlined in the Individual Education Plan/504 Plan and further interpreted and supervised by the respective special education teacher, special education administrator, or other administrative personnel.
2. Provides other services specifically outlined in the student's Individual Education Plan/504 Plan. Provides anecdotal reports when deemed necessary.
3. Serves as a resource person, if and when requested, to the Special Education Team about the student's needs and progress.
4. When necessary, assists the student to whom assigned in such physical tasks as moving from room to room, using the lavatory, and performing life skills (e.g. brushing teeth, washing hands, etc.). These tasks may include lifting.
5. Alerts teacher(s) to any concerns about the student.
6. Accompanies the student on field trips or to job sites, including week-long and overnight field trips.
7. Recognizes that student progress and records are confidential and must be discussed only with appropriate school personnel.
8. Recognizes that all communication with parents and other third parties regarding students shall not be the responsibility of the assistant and shall be conducted only by the professional staff.
9. Assists teacher in maintaining appropriate classroom behavior or monitoring specific behavior management plans.
10. Assists with supervisory duties including, but not limited to, recess, lunchroom, and bus.
11. Participates in in-service programs, as assigned.
12. Performs any other duties and responsibilities as assigned by the administration.

All other responsibilities as assigned by supervision.

Evaluation: Evaluation will be completed by the Director of Special Services prior to May 31st. Evaluation will be based on professional performance and effectiveness in carrying out the responsibilities of the position as defined.

TERMS OF EMPLOYMENT:

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree or equivalent

Necessary Knowledge, Skills and Abilities:

1. Proficiency in English (vocabulary, spelling, grammar, reading and writing).
2. Understanding or aptitude for understanding content in major curriculum areas throughout the elementary, middle and secondary levels.

LICENSURE AND CERTIFICATION REQUIREMENTS:

NH Para-educator I or II certification preferred.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Rarely required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Rarely required
4. Fingering:	Occasionally required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Rarely required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Occasionally required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>																	
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8										
Stand	1	2	3	4	5	6	7	8		<u>1</u>	2	3	4	5	6	7	8										
Walk	1	2	3	4	5	6	7	8		<u>1</u>	2	3	4	5	6	7	8										

Work Performed: Inside: 90%
Outside: 10%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community.

Summary of Occupational Exposures:

May be exposed to (N/A)

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.