

# POSITION DESCRIPTION

Mingus Union High School

**POSITION JOB TITLE:** Paraprofessional – ~~Special Education~~ Exceptional Student Services (ESS)

**POSITION CLASSIFICATION:** Level EF

**POSITION SUPERVISOR:** Principal

**GENERAL STATEMENT OF POSITION'S PURPOSE:** *To provide instructional support to certified teachers; to enhance the learning environment for at-home or exceptional students through individualized focus on learning skills.*

## **QUALIFICATIONS:**

### **EDUCATION AND/OR TRAINING:**

- High school diploma or equivalent
- In accordance with Every Student Success Act(ESSA) this position may be subject to education/testing requirements

### **EXPERIENCE:**

- One year experience in a public school
- Experience with students with disabilities
- Experience with students who might be prone to seizures
- Ability to communicate and work well with staff and students.

### **DEMONSTRATES KNOWLEDGE/PROFICIENCY OF EQUIPMENT, TOOLS, MATERIALS AND SKILLS:**

- Demonstrated proficiency in handling blood borne pathogens
- Demonstrated knowledge and experience with medical equipment/procedures, such as Foley catheter
- CPR and first aid certifications

### **PRINCIPAL DUTIES:**

- Assist in preparation of instructional materials
- Assist students with their individual instructional plans, through written, verbal and computer applications
- Communicate with regular education teachers
- Assist in preparation of a physical environment
- Assist with student records/attendance requirements/special reports
- Assist substitute teachers to ensure continuity of learning process
- Escort students to library, office, and cafeteria
- Assist students with physical limitations to bathroom
- Deal with and manage seizures
- Deal with and manage behavioral problems

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- Change diapers
- Serve as a bus aide
- Works with many pieces of equipment, such as lifts, speech devices & other assistive technology devices.
- Complete TCIS Training
- All other related tasks as assigned

## **PERFORMANCE EXPECTATIONS:**

### **LEVEL OF ACCOUNTABILITY AND AUTHORITY**

- Perform as directed, responsible for own job under direct supervision.

### **INTERACTION WITH OTHERS:**

- Interacts primarily with staff and students.

### **TIME MANAGEMENT:**

- Routine work with little planning needed.

### **WORKING CONDITIONS:**

- Daily exposure to hazardous materials such as blood borne pathogens and body fluids

### **PHYSICAL REQUIREMENTS: (Approximate percentage of time)**

**Physical demands:** *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 the essential functions.*

The applicant for this position is required to:

- Sit approximately 40% of the time.
- Walk approximately 30% of the time.
- Stand approximately 25% of the time.
- Kneeling/Stooping frequently.
- Lift on a regular basis over 30 lbs.
- Reaching with hands and arms
- Pass Bus Training
- Use Physical, visual, and verbal prompting
- Maintain a calm demeanor at all times
- Work in multiple Special Education Settings

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**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- The work environment may be in a self-contained classroom, resource classroom and general education classroom.
- *The information contained in this position description is for compliance with the American with Disabilities Act (ADA) and not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned*

## **COMMITMENT & DEPENDABILITY:**

- Willingness\_and flexibility to be an integral member of a successful team
- Dedication to provide the highest level of service
- Adherence to policies and procedures

**SUPERVISION BY THE POSITION:** None.

**EVALUATION PROCEDURE:** In accordance with provisions specified in governing board policy.