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## BOARD AGENDA ITEM

Information/Discussion\_\_\_\_\_

Future Action\_\_\_\_\_

Action

Item: Request for additional position – Empower U - South

Submitted by: Paul Dymowski,

*Paul Dymowski*  
04DD4FE49C1DB267DFB7FA484C0A2636 ready2sign

Kirsten Myers

*Kirsten Myers*  
E5DD6C83035CE3A1FDEFDA335B1A115 ready2sign

Date: June 27, 2023

Recommended by: Dave Rodgers

*Dave Rodgers*  
BB95C31328D85C2E5B8A54F16AE55275 ready2sign

Board Meeting Date: July 17, 2023

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### RECOMMENDATION:

Additional position:

- 1 One to One Instructional Support Specialist – Empower U - South

### BACKGROUND:

- Empower U has a new student who enrolled from Byron Center's regional Moderate Cognitive Impairment program. Per the student's IEP, she requires a one-on-one para to consistently support the complex medical needs of the student throughout the school day.

## POSITION DESCRIPTION

<b>Title:</b>	<b>Instructional Support Specialist – Empower U</b>
<b>Classification:</b>	KISSA Wage Schedule
<b>Reports to and Evaluated By:</b>	Principal/Administrator of Empower U
<b>Terms of Employment:</b>	182 day position subject to all rules and regulations covering classified personnel. (7.25 hours per day)
<b>Positions Supervised:</b>	None

### **BROAD STATEMENT OF RESPONSIBILITIES:**

Instructional Support Specialists work under the overall supervisor of the Principal/Administrator of the buildings with direct supervision provided by the special education teacher. Instructional Support Specialists provide direct instructional support alongside the classroom teacher in the areas determined by students' Individualized Education Programs (IEP). Duties will vary depending upon the age of students served as well as the nature and severity of the students' disabilities.

### **DUTIES AND RESPONSIBILITIES:**

1. Assist in the educational and social development of students under the direction and guidance of the classroom teachers.
2. Assist in the implementation of Individualized Education Programs for the students and monitor their progress.
3. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
4. Work with related services staff, such as speech language pathologists, school social workers, occupational therapists, physical therapists, etc.
5. Assist classroom teachers with maintaining student records.
6. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
7. Support the management of challenging behaviors.
8. Provide assistance with feeding and toileting.
9. Assist students with medical needs including, but not limited to, Diastat and CPR.
10. Supervise students in both a classroom and community setting.
11. Collect and report data through special education student management system (PowerSchool Special Education).
12. Assist in the making of instructional materials for the students.
13. Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must meet one of the following:
  - a. Completed at least 2 years of study at an institution of higher education OR
  - b. Obtained an associate's or higher degree OR
  - c. High school graduate
2. BA degree preferred.
3. Current CPR certification or willingness to obtain CPR certificates and CPI training.
4. Demonstrated dependability and promptness.
5. Evidence of skills with behavior management.
6. Understanding, patient, warm, and receptive attitude toward students.
7. Ability to assume responsibility for supervising students on an independent basis.
8. Ability to maintain cooperative working relationship with students, staff, parents, and the general public while maintaining student confidentiality.
9. Must be able to lift 40-60 lbs.
10. Chauffeur license required (or willingness to obtain) with clean driving record.
11. Willingness to work as part of a team of professionals.
12. Must pass criminal background check as required by School Safety Legislation.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.