

# Howell Mountain Elementary School District



**Position:** Moderate Severe Paraprofessional

**Classification:** Classified

**Salary:** \$20.35 with future steps to \$28.08

Full time, 25 hours per week, on a 189-day work calendar

\*Salary placement based on years of experience

## **DEFINITION**

Under general supervision, to assist teacher or other certificated staff in providing instruction, housekeeping and supervision of moderate or severely handicapped students; to perform a variety of supportive activities for instructional personnel and to do other related duties as assigned.

## **EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- Assist students to and from buses and classes
- Teaching independent mobility
- Assist instructional personnel in the development and implementation of individual educational plans under the teacher's supervision
- Continuously assist and monitor students in a variety of academic and recreational activities
- Tutor students in individual and small group setting to reinforce and follow-up training and learning experiences
- Supervise students during study, lunch and play periods
- Assist students in the development and maintenance of appropriate social behavior
- Assist students to become self-reliant
- Assist in the maintenance of students' daily performance records
- Prepare instructional material
- Operate a variety of audio-visual equipment such as projectors and other learning machines
- May type and duplicate lessons, tests and other instructional materials;
- Take attendance and lunch count
- Attend staff meetings
- Assist serving food
- Teach students self-feeding skills and grooming skills
- Assist students with toileting, buttons, snaps and zippers
- Clean students lacking control
- Change diapers, bath and cloth students
- May lift and move handicapped students
- Maintain classroom routine and discipline for short periods of time when the teacher is not present
- Assist in keeping work area attractive
- Perform other related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- Problems involved in the care of moderate and severely handicapped students
- Methods and attitudes required in assisting moderate and severely handicapped students with their personal needs and academic activities
- Techniques in dealing appropriately with assaultive behavior
- English usage, punctuation, spelling and grammar
- Basic arithmetic concepts
- Principles, goals and objectives of the educational process
- First Aid

**Ability to:**

- Demonstrate an empathetic, patient and receptive attitude with students exhibiting specialized severe mental and behavior needs
- Establish and maintain an effective relationship with teachers, therapists and other certificated staff
- Communicate satisfactorily in oral and written form and serve as an appropriate model
- Gain the confidence of handicapped students, encourage and assist them in therapy, classroom and recreational activities
- Deal appropriately with behavior exhibited by handicapped students
- Remain calm under stress
- Understand and maintain confidentiality
- Follow a work schedule that may change from day to day
- Perform routine clerical tasks and operate office and educational machines and equipment
- Successfully supervise students
- Use safe working conditions

**EDUCATION, TRAINING AND EXPERIENCE**

- Education, training and experience equivalent to the completion of the twelfth (12) grade and at least one (1) year experience working with handicapped students