

TUSCOLA INTERMEDIATE SCHOOL DISTRICT Position Description

Position Title: Teacher Paraprofessional
Department: Special Education
Reports To: Principal, Highland Pines School, and/or Administrative Designee
Prepared By: John Vacanti Date: 9/8/97
Approved By: Superintendent Date: 12/8/97
Revised By: Scott Richards Date: 11/14
Position Description Revised: Date(s): 9/1/98, 4/23/01, 12/04, 11/14

SUMMARY:

Assists the program supervisor in general daily classroom activities. Carries out instruction to the students within their classroom assignment under the direction of the supervisory instructor. A teacher paraprofessional may be required to do job coaching duties under the direction of the program supervisor.

This is a TIPPA position with hourly rate and benefits as per the contract between TIPPA and the TISD Board of Education. This person works up to 7 hours a day; up to 184/ days a year. Classification: Teacher Paraprofessional.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Prepares lesson plans in conjunction with the supervisor designed to meet the objectives set forth by the instructor; to include job coaching
- Is responsible for providing lunch time supervision and training for the student and/or students assigned
- Keeps progress notes on each of their students
- Maintains good interpersonal relationships with program supervisor, teacher paraprofessionals, maintenance personnel, and other care providers
- Respects the confidential nature of pupil records and school reports
- Assists in classes such as physical education, activities of daily living, music, aquatics, etc.
- Assists in the toileting of students, changing of diapers and clean-up as is necessary
- Assists with medical emergencies as directed by the instructor, school nurse, or building administrator or their representative
- Assists in the lifting of students to and from wheelchairs as is necessary
- Escorts students to and from buses
- Supervises students on buses to and from place of residence, as assigned by supervisor of transportation/principal
- Works with students in conjunction with instructors to meet the pre-vocational objectives set forth by the IEPs
- Assists students in job coaching activities
- Utilizes CPI techniques, including physical management of students
- Assists students with a wide variety of personal care needs

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS: 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Two years of relevant special education experience compatible with assignment.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must successfully complete Crisis Prevention Institute (CPI) training and annual CPI refresher courses.
- Possess and maintain all other certifications, licensures, and approvals as required.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to speak effectively and to present information in one-on-one and small group situations to other employees and/or students.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interests, and percentages.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Previous work in child care. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to develop effective working relationships with students, staff and the school community.

Upon initial placement in this position, the employee must demonstrate competency in written English, reading, and basic math by passing the District's approved WorkKeys assessment test by achieving a level 4 in Applied Mathematics, a level 4 in Reading for Information, and a level 3 in Writing.

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.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand; walk; climb or balance; bend or twist; and stoop, kneel, crouch, or crawl. The employee must occasionally lift items up to 75 pounds such as assisting with the lifting/carrying of students. The employee must occasionally push/pull items over 90 lbs. such as students in wheelchairs, students on a bike, or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously concerned for the safety, well-being and work output of students. Work environments of the employee may vary and are dependent upon the program assigned.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.