

CLASSIFICATION TITLE: *Para-Educator Attendant*

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under the direction of an assigned Teacher, participate with the Teacher and Para-Educators in the monitoring of students with severe disabilities in instructional setting and in community-related activities, and perform general assistance as necessary.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification are typically former students in the special education program who have received a certificate of completion.

DIRECTLY RESPONSIBLE TO:

Under the immediate supervision of the classroom teacher and general supervision of the Site Principal or Program Coordinator.

SUPERVISION OVER: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Under the direction of the classroom teacher: Assist teachers and Para-Educators by providing a variety of direct services to students; set-up work areas and prepare materials and equipment for activities as directed; assist students with activities; assist in monitoring students; assist in feeding, diapering, toileting, lifting, and positioning students; demonstrate life skill activities for the students; assist in classroom maintenance to assure a clean and safe environment for students; perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

Any combination equivalent to the sufficient training and experience to demonstrate the knowledge and abilities listed below.

Knowledge of:

Safe practices in classroom activities; classroom procedures; problems and concerns of students with special needs.

Ability to:

Assist in a variety of basic classroom activities including toileting, diapering, and cleaning of students; demonstrate life skills to students; monitor and assist in directing students.

Physical Requirements:

Seeing to monitor students during classroom activities; hearing and speaking to exchange information and provide assistance to students; kneeling or crouching; bending at the waist; standing for extended periods of time; walking over rough or uneven surfaces of a school playground; lifting objects weighing up to 40 pounds.