

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Paraprofessional

REPORTS TO: Site Principal

DEPARTMENT: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: 200 days

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the principal or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: Personnel hired to work in a support capacity to assist in the facilitation of instruction and supervision of pupils while under the direction of a professional educator.

Aide IV - Personnel referred to in the Aide I classification who hold a high school diploma or a general educational development certificate, and who have completed **eighteen hours** of state board-approved college credit at a regionally accredited institution of higher education, or who have completed **fifteen hours** of state board-approved college credit at a regionally accredited institution of higher education and have successfully completed an in-service training program determined by the state board to be the equivalent of three hours of college credit.

General Aide:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform clerical and related duties that support instructional programs such as duplicating classroom materials
- Assist in small group pupil instruction, at teachers' request
- Operate standard school equipment such as laminator, copier, audiovisual, etc.
- Escort children to and from various rooms

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May 2011
July 2012

- Work with students, both in-group settings or individually, for the purpose of assisting with specific instructional tasks
- Assist teachers in handling and updating confidential student information
- Be under the teacher's supervision, implement instructional programs for the purpose of meeting student's goals and objectives
- Administer tests to students for the purpose of assessing progress towards meeting educational objectives
- Prepare classroom and instructional materials for the purpose of ensuring that the learning environment is ready for students
- Adapt classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce lesson plans
- Assist in training newly hired instructional aides to ensure consistent and uninterrupted services to students
- Advise students regarding personal hygiene and assists students with self-help skills involving grooming, toileting, and personal hygiene
- Monitor activities of students both inside and outside of the classroom for the purpose of providing a safe and positive learning environment
- Discuss rules and consequences of inappropriate actions with students; assist teacher with discipline
- Learn and use District supported word processing and spreadsheet applications
- Maintain awareness of physical and emotional changes in students and reports concerns to teacher as appropriate
- Perform clerical and related duties that support instruction programs, such as copying materials for the classroom
- Operate standard school equipment such the laminator, copier, audiovisual, etc.
- Meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy
- Participate in pre-service and in-service training
- Assist regular and special education teachers in the classroom involving such activities as:
 - Lifting students;
 - Feeding students;
 - Toileting duties;
 - Personal care of students; and
 - Assist with mobility of those students in need
- Respect the confidentiality of information associated with schools/students/parent.
- Maintain cooperative working relationships and exhibits professional behavior with principal, supervising teacher(s), students, parents, general staff, and the public
- Perform specific transportation duties as assigned
- Assist any teacher or program as assigned by principal
- Provide tutoring services for students
- Help prepare bulletin boards and student materials
- Provide general supervision of children during play, rest, breakfast or lunch time
- Care for emergencies – telephone calls, injuries, escorting a child to the office

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- Disinfect room as required by program
- Assist teacher in general clean-up and arranging of room
- effective July 1, 2003, demonstrates competency in the knowledge and implementation of technology standards as per WV Code §126-142-23

QUALIFICATION REQUIREMENTS AND SKILLS:

- 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.
- Hold a valid First Aide/CPR Card when need to meet student health needs
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.
- Hold or be able to obtain a Paraprofessional Certificate as per §126-136-12
- Meet W. Va. Code § 18A-3-2a requirements to qualify to be a Paraprofessional.

EDUCATION AND/OR EXPERIENCE:

- Pass state competency test for aide as per WV §18A-4-8e
- Possess high school graduate or equivalent or be enrolled in a GED program (employment contingent upon continued enrollment or successful completion of GED program) as per WV Code §18A-2-5
- Completion of thirty-six semester hours of post-secondary education or its equivalent in subjects directly related to performance of the job, all approved by the state board, and can demonstrate the proficiencies to perform duties as required of a paraprofessional as defined in [W. Va. Code § 18A-4-8].”
- Meet the “Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications” 126 C.S.R. 136, *which took effect, on February 13, 2012.*

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

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, draw and interpret bar graphs

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to perform duties in full compliance with state and county requirements and MCBOE policies
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions

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OTHER SKILLS AND ABILITIES:

- Ability to develop effective working relationships with students, staff and the school community
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to perform duties with awareness of all district requirements

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 or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of 50 lbs., such as pushing children 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 responsible for the safety, well-being and work output of students.

Program Aide:

(DUTIES INCLUDE THOSE LISTED AS A GENERAL AIDE AS WELL AS THOSE LISTED BELOW):

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide medical assistance as directed by Nurse and parent
- Assist teacher in maintaining student records of medical needs and academic records
- Assist teachers with the delivery of special education and other categorically funded instructional programs to the appropriate students
- Work with children in an individual setting who are experiencing behavioral and emotional issues; provide class supervision while the teacher is working one-on-one with students experiencing behavioral and emotional issues
- Work with developmentally disabled students, medically fragile and/or orthopedically impaired students
- Implement health care plans
- Implement intervention techniques, positioning, lifting and handling techniques designed by teacher and related services providers
- Use of Physical Intervention and Support Techniques
- Lift a minimum of 100 lbs. vertically

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- Work with adaptive equipment, prosthetic devices, and augmentative communication devices
- Participate in specialized health care training, including but not limited to: CPR, First Aide, Passive Restraint, Behavior Management, tube feeding, medication administration, catheterization, seizure management, and etc.
- Care for the personal hygiene of students
- Administer medication to Special Education and Regular Education Students in accordance with State Law and County Policy
- Possess the ability to work with exceptional children and staff

The Program Aide includes working with students who may:

- Have serious behavior problems
- Have uneven patterns of intellectual functioning
- Have difficulty in understanding and expressing emotions
- Have disturbance in the capacity to relate appropriately to people, events and objects, communication, and social behavior
- Have no real fear of danger to self or others
- Have difficulty generalizing, following directions, sequencing, and staying on task outside their area of interest
- Resist change in routines
- Be nonverbal or delayed in language, speech, or meaningful communication
- Require assistance with the daily living needs of these children include toileting, special skills for feeding with extended time, assistance in mobility, placing student in a prone stander, frequent position changes throughout the day
- Exhibit low levels of cognitive functioning and problem solving
- Need academic assistance in specific educational programs

BUS Aide:

(DUTIES INCLUDE THOSE LISTED AS A GENERAL AIDE AS WELL AS THOSE LISTED BELOW):

1. Hold a valid First Aide/CPR Card to meet student health needs
2. Be prompt in meeting bus at scheduled time
3. Provide for security and safety of all students on the bus
4. Maintain discipline on the bus to insure minimal distraction for the driver, thus providing safe operation of the bus
5. Provide for safety and ease of loading and unloading students
6. Physically helps children on and off buses, to homes, to classrooms
7. Insure proper exchanges are made when transferring transportation responsibilities

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

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