

To apply for this position, submit the following to Jeff Clark at: jeff.clark@amity.k12.or.us

Classified Application
Paraprofessional Addendum
Equal Opportunity Form
Three Letters of Reference
Cover Letter

Beginning Date: August 31, 2022

Hours: Hours and days TBD

Salary: Placement on the Classified Salary Schedule TBD

AMITY SCHOOL DISTRICT Job Description

Job Title: ES Paraprofessional Educator – Behavior Instructional Support (Temporary)

Reports To: Appropriate Teacher(s) or Administrators

Evaluated By: Administrator

JOB GOALS:

- Under the guidance of the classroom teacher and the direct supervision of program assistant directors/principals, our paraprofessional aid students in meeting their individualized education plan (IEP) goals in areas such as: educational, communication, emotional, physical, and behavioral.
- Paraprofessionals work with students individually and in small groups on these goal areas, along with additional goals set by speech language pathologists, occupational therapists, mental health practitioners, and other professionals working with students.
- In this role, one helps model and encourage respect, communication, and competency during student works tasks and during socialization.
- Professionalism, empathy, and a non-judgmental approach are essential when working with students receiving special education services to ensure their safety and growth and in order to help them understand and exhibit appropriate behaviors at school and in the community.
- A paraprofessional is part of a team environment, where collaboration, communication, and adaptability are key to the success of the team and the success of the students. The paraprofessional role is performed following District policy and State/Federal Laws.

ESSENTIAL REQUIREMENTS:

- Must be highly qualified: Two (2) years of study at an institution of higher education with the ability to provide transcripts showing 60 completed semester credit, an Associates (or higher) degree; **OR** a passing score on the ParaPro assessment.
- Previous experience working with children and/or individuals with special needs, with general knowledge of practices methods, and techniques used in teaching of students. Other work history may be considered.
- Willingness and ability to work with students receiving high-level of special education services.
- Ability to work as an effective member of a team with staff, parents, and the community through the building and maintaining of collaborative and positive relationships.
- Willingness to complete training in Professional Crisis Management and implement restrictive procedures.

- Good oral, written, and interpersonal communication that is maintained during high-stress and crisis situations.
- Ability and desire to work with assistive technology.
- Basic computer and email skills. Proficient in core educational subject areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist special education teaching staff in providing instruction and managing student educational programming.
- Adapt instructional materials, equipment, or strategies, under the direction of the teacher and other professionals, to provide differentiated instruction, accomplish objectives and meet student needs.
- Implement charting, data collection, paperwork preparation, and other monitoring techniques to ensure student success in a variety of areas, such as behavioral, social, and educational.
- Assist licensed staff in the implementation of classroom management and behavioral interventions, creating an environment appropriate for learning.
- Utilize proactive behavior management techniques, reinforcing positive behaviors, utilizing de-escalation techniques, and redirecting inappropriate behaviors. May be required to use physical restraints.
- Assist students in their daily routines, including escorting students during arrival and departure and to special classes or therapy, providing supervision in school areas such as lunch, the playground or gym, and at school related activities off site.
- Facilitate activities with a student or small group under the direction of the teacher, therapist or other related services staff.
- Assist students with developing appropriate social skills and behavior, through a variety of methods including modeling, lessons, incentive plans, and charting.
- Help to maintain safety of all students and the environment.
- Collaborate with related service personnel, teachers, fellow students, and other program/school staff in order to meet the needs of students and maintain a positive work environment for all.
- Participate in training/in-service as assigned, in accordance to the contract.
- Perform other job-related duties, as assigned.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

- Must possess a valid first aid card or the ability to attain one within 90 days of employment (ORS 342.169)
- Criminal Justice Fingerprint Clearance (Board Policy GCDA/GDDA-AR)
- Pre-employment physical may be required

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans With Disabilities Act of 1990. Persons with disabilities may contact Jeff Clark at 503-835-2171 for additional information or assistance. Speech/Hearing impaired persons may contact the district assistance through the Oregon Relay at 1-800-735-2900.

PHYSICAL DEMANDS:

- Ability to lift up to 50 pound weight and up to adult-size body weight with two-to-three-person lift.
- Ability to support a student's full body weight up to adult size.
- Frequently requires standing, walking, lifting, bending, leaning, and repetitive motions.
- Occasionally requires sitting, stopping, kneeling, and crouching.
- Ability to tolerate sudden jarring movement.

- Work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may require wearing of personal protective equipment.
- Locations are generally moderately noisy.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

I have read and understand the responsibilities and qualifications of this job description.

Signature

date

5/2022

AMITY SCHOOL DISTRICT
PHYSICAL DEMANDS AND WORK REQUIREMENTS

JOB TITLE: PARAPROFESSIONAL I & II

LOCATION: ELEMENTARY, MIDDLE, HIGH SCHOOLS

SPECIAL HAZARDS / NOTES: (REQUIREMENTS OF VISION, HEARING, EXPOSURE TO HAZARDOUS CHEMICALS OR FUMES, ETC.)

TOOLS / EQUIPMENT / VEHICLES: (THIS JOB REQUIRES SKILLS USING THE FOLLOWING BUT ARE NOT LIMITED TO THOSE LISTED)

TOOLS & EQUIPMENT	Occasional Use	Frequently Used	Continuously Used
Paper Cutter	X		
Copy Machine	X		
Laminator	X		
Book binder	X		
Typewriter	X		
Computer	X		
TV/VCR	X		
Risograph	X		
Intercom	X		
Tape Recorder	X		

VEHICLES

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ENDURANCE

HOURS AT ONE TIME

	0	1/2	1	2	3	4	5	6	7	8
Sitting			X							
Standing			X							
Walking		X								
Driving	X									

TOTAL HOURS IN A WORK DAY

	0	1/2	1	2	3	4	5	6	7	8
Sitting				X						
Standing					X					
Walking					X					
Driving	X									

PHYSICAL

Lift & Carry	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
1-10 lbs.				X
11-20 lbs.		X		
21-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs	X			

Pushing	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
1-10 lbs.			X	
11-20 lbs.		X		
21-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs		X		

Pulling	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
1-10 lbs.			X	
11-20 lbs.		X		
21-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs		X		

Environmental

	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
Indoors				
Outdoors		X		
Heat		X		
Cold		X		
Dusty		X		
Noisy			X	
Other				

Motions

	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
Bending			X	
Twisting		X		
Crouching			X	
Kneeling			X	
Crawling		X		
Walk-level surface				X
Walk-uneven surface		X		
Climb stairs		X		
Climb ladder		X		
Reach - above shoulder		X		
Repetitive -use of arms		X		
Repetitive-use of wrists		X		
Repetitive-use of hands (A) Grasping (B) Squeezing		X X X	X	
Using foot control	X			