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

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

Beginning Date: TBD
Hours: 20 Hours per Week
Salary: Placement on the Classified Salary Schedule TBD

AMITY SCHOOL DISTRICT
Job Description

Job Classification: **Paraprofessional I (Temporary)**

Reports To: Appropriate Teacher(s) or Administrators

Evaluated By: Administrator

JOB GOAL: Under direct supervision and direction of the building principal and/or the special education teacher, the Paraprofessional I provides support services in classrooms, or other school related areas, and may provide clerical support for the program.

ESSENTIAL REQUIREMENTS: To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School diploma or equivalency.
2. Must be 18 years old.
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students and staff.
4. Ability to understand and follow oral and written instructions with speed and accuracy.
5. Successfully complete behavioral intervention trainings and competently practice in the classroom when needed.
6. Ability to maintain confidentiality of students and their records.
7. Ability to supervise individual or groups of students in an instructional setting with minimal supervision in & out of the classroom; work in a team situation.
8. Understand basic provision of IDEA, due process procedures, and the IEP's for children identified as disabled, as needed.
9. Ability to deliver instructional programs to students who have moderate to severe learning and physical disabilities and/or social behavior problems.
10. Ability to work effectively in an environment which can be both physically and emotionally fatiguing; perform physically demanding requirements of the job.
11. Ability to work with students who may exhibit aggressive behavior, as required of specific job assignment.

12. Ability to work with students' attention to basic feeding and personal hygiene needs, as required by specific job assignment, as needed.
13. Possess knowledge of business English usage, mathematics, and a basic understanding of the subjects in which this position is to provide assistance.
14. Ability to possess and maintain a valid First Aid card including HIV training, when requested.
15. Ability to type accurately; operate standard office equipment such as computer, copier, and word processor; and operate audio-visual equipment and specialized equipment required by student's IEP.
16. Perform physical requirements which may include:
    A. Moderate degree of physical stamina.
    B. Frequent standing, walking, bending.
    C. Physically restraining a student as needed.
    D. Possible exposure to bodily fluids in assisting students with using rest rooms and in tending to injury and illness.
17. Such alternatives to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
18. Demonstrate standards of moral character and behavior same as required of a certified teacher, (i.e. to serve as an effective role model for students.)
19. Demonstrate a positive attitude in working with children including those with special needs.
20. Ability to direct and respond appropriately to students.
21. Ability to make mathematical computations and tabulations accurately and with reasonable speed.
22. Ability to communicate with Spanish speaking students in both oral and written form (preferred).

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following: Other duties may also be assigned.

1. Assist special education teaching staff with implementing individualized educational plan (IEP) of students; confer with teacher to provide feedback to staff on student performance, progress, and testing activities.
2. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
3. Assist in the instruction of students in group or one-on-one settings, often without direct teacher supervision; revise lesson plan or teaching strategy during instructional activity as necessary.
4. May need to provide for the identified physical needs of students such as toileting, feeding, therapy and physical management, including lifting, moving & positioning of disabled students.
5. May need to assist with the training of mainstreamed students to participate in extra curricular activities, (i.e., music, intramural sports, etc.)
6. Maintain a high level of ethical behavior and confidentiality of information about students and staff.
7. May need to assist in monitoring classroom management in accordance with the district's discipline procedures, which may include the physical restraint, physical movement, lifting and carrying of students.
8. Supervise students in and outside of the classroom with an understanding of and provision for a safe environment.
9. Perform various clerical functions such as typing, computer entry, duplicating, student record keeping, monitor assignments, maintain accurate files, and other related functions.

10 Assist with the supervision of students during emergency drills, assemblies, play periods, hall duty, and school buses as required.

11. Assist with large group activities such as drill work, reading aloud, and storytelling.
12. Read to students, listen to students read, and participate in other forms of oral communication with students.
13. Provide remedial instructions in math and reading.
14. Prepare and teach a unit of instruction under the supervision of a teacher.
15. Assist teacher in diagnostic testing and reporting, check notebooks, correct papers and make-up work as assigned by the classroom teacher.
16. Serve as the chief of information and assistance to any substitute teacher assigned in the absence of the regular teacher.
17. Participate in the in-service programs as assigned.
18. Security on grounds and in building within your area of supervision.
19. Maintain appropriate professional conduct and communication with staff, students, and general public.
20. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.

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

1. May need to possess a valid first aid card or the ability to attain one within 90 days of employment (ORS 342.169).
2. Criminal Justice Fingerprint Clearance (Board Policy GCDA/GDDA-AR).
3. Pre-employment physical may be required.
4. Must pass basic skills test within 30 days of employment.

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: 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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, stand and use hands for fine manipulation, handle or feel and reach with hands and arms, reach above shoulders and with repetitive use of arms and wrists. The employee is occasionally required to stand and stoup, kneel, crouch, or crawl, push, pull, bend, twist and climb stairs. The employee must regularly lift and/or move up to 76-100 lbs. Specific vision abilities required by this job must include close vision, distance vision, color vision and peripheral vision.

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.

ASD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add, or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of ASD's goals.

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

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Signature *date*