

BOULDER VALLEY SCHOOL DISTRICT  
CLASSIFIED STAFF JOB DESCRIPTION

Job Title:	<b>Paraeducator, Intensive</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified Staff / Paraeducator Schedule</b>	Pay Range:	<b>Intensive pay</b>
Reports to:	<b>Building Administrator</b>	Work Year:	<b>9 months</b>
Prepared/Revised Date:	<b>January 9, 2008</b>		

**SUMMARY:** Assists students with **severe** disabilities in both the regular and special education classrooms.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide support to special education students in the regular and special education classrooms, assisting with note taking and homework. Assists students by adapting work, monitoring and enforcing social and acceptable behavior. Assists students on field trips, community outings and getting on/off the bus. Assist children in the cafeteria, at recess, in labs or any other time help is required. Assist in crisis situations often involving physically aggressive students including, but not limited to, restraining and documentation. Understand state laws, rules and regulations pertaining to management of behaviors and protocol safeguards. May assist with administering tests or assessments. Implement specialized therapy programs; work directly with licensed staff on physical progress and Individualized Education Plans (IEP).	D	30%
2. Carry out and implement the goals and objectives outlined on student IEP under the direct supervision of the case manager/teacher.	D	20%
3. Mentor, support and assist students with a variety of abilities and disabilities to become competent, independent adults.	D	10%
4. Assist case manager/teacher with paperwork on student's progress or regression. When requested, attend IEP annual or tri-ennial meetings as well as staff meetings. Maintain confidentiality of records, reporting suspected child abuse and proper follow through with emergency procedures for the district and the school. Maintain confidentiality with records, reports, medical records, hospitalizations, crime related situations and other student specific situations.	D	5%
5. Assist case manager/teacher in preparing materials for groups and presentations.	W	5%
6. Provide personal care to students requiring hygiene issues, to support students with disabilities such as, and not limited to, diapering, feeding, g-tube feeding, epileptic seizures, Autism, Down Syndrome and Ceripal Palsy. Ensure safety for all students involving emotional stability, cognition, behavioral support. Assist students in self advocacy to help express themselves.	D	25%
7. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent
- No experience required; experience preferred in working with children.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- A criminal background check required for hire.
- CPI, CPR and First Aid certifications within 30 days after hire.

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**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Intermediate math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Advanced customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Basic Bilingual skills (English/Spanish) preferred.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office product; Word, Excel, PowerPoint, Access, and Publisher, along with Outlook, Front Page and Infinite Campus.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Direct Report: Building Administrator (Assistant Principal and/or Principal) Indirect Report: Licensed Staff/Case Manager	105/106

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	None		

**SAFETY TO SELF AND OTHERS**

**Be aware and create, to the best of ones' ability, a physically and mentally safe environment for self and others. Report all unsafe working conditions.**

*The physical demands, work environment factors and mental functions described below 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.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to reach with hands and arms; climb or balance; talk or hear. The employee frequently is required to stand, walk, and sit; stoop, kneel, crouch, or crawl; smell. The employee is occasionally required to climb and/or balance. The employee must regularly lift and/or move up to 50 pounds and lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; outdoor weather conditions. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, evaluate, use interpersonal skills, and compile. Frequently required to copy, instruct and negotiate.