

BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION

Job Title:	Paraeducator, Life Skills	FLSA Status:	Non-Exempt
Pay Program:	Classified Staff / Paraeducator Schedule	Pay Range:	Life Skills pay
Reports to:	Building or Student Success Administrator	Work Year:	9 months
Prepared/Revised Date:	January 9, 2009		

SUMMARY: Assists students with disabilities as they transition from High School into the community. Transition skills are taught in the community.

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. Teach skills necessary to perform jobs and task requirements for careers.	D	25%
2. Teach advocacy, interpersonal and communication skills appropriate for every day life situations.	D	15%
3. Mentor, support and teach young adults with variety of abilities and disabilities to become competent, independent adults in the community.	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	8%
5. Work with individuals and groups on social skills, demonstrate, teach, communicate and support life skills for independent wellness; cooking, laundry, safety, shopping, handling money, accessing public transportation and several similar activities to support life skills.	W	15%
6. Assist caseworker in preparing materials for groups and presentations.	W	10%
7. Handle paper work, update data base and update employer lists.	W	7%
8. Work with students on resumes and assist students in obtaining employment.	M	5%
9. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

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:

- Criminal background and reference checks required for hire.
- CPI, CPR and First Aid certifications within 30 days after hire.
- Valid Colorado driver's license required for 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:

	POSITION TITLE	JOB CODE
Reports to:	Direct Report: Building or Student Success Administrator Indirect Report: Licensed Staff/Case Manager	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None, directly supervises transitional students		

SAFETY TO SELF AND OTHERS

Good shoes are recommended.

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.