

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 7/17/1995
 LAST REVISION DATE 12/2/2003
 BAND & GRADE B-2-1-4

POSITION TITLE Paraprofessional – Severe/Profound Special Education

IMMEDIATE SUPERVISOR _____

Job Summary (Basic Purpose of Position)

Assist teacher in educating students. This is accomplished by helping students understand new information and successfully completing assignments. In addition, to assist teachers in addressing students' behavior, medical and physical needs. Abilities needed to perform the duties of this position include: lifting, changing diapers, toileting, assisting with walking and restraining.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Assist teacher, school nurse and occupational therapist in educating and caring for students.	B	20D		Knowledge: 1. Handicapping conditions. 2. General understanding of state and federal laws relating to students with handicapping conditions. 3. District policies regarding confidentiality and privacy of data. 4. Provisions of SBR 900-10-5 and Administrative Procedures 004-Communicable Disease. Ability: 1. Work cooperatively with children and adults. 2. Describe positive benefits of education to all students. 3. Carefully follows the specific instructions and directions of OTR, COTA, school nurse and teachers.	1.01 Worked with individual or small groups of students as directed by teacher.
1.01 Assist teacher in instructing students by following teacher instructional plans and procedures.	B	30D			1.02 Monitored students' medication and medical conditions as directed by program teacher.
1.02 Monitor students' medication and medical conditions following procedures and directions provided by the school nurse and/or program teacher.	B	5D			1.03 Performed medical procedures as directed by school nurse.
1.03 Perform medical procedures such as gastrostomy feedings, tracheostomy suctioning, cardio pulmonary resuscitation and other procedures as directed by school nurse.	B	3D			1.04 Managed students' behavior as directed by program teacher.
1.04 Manage the behavior of students by utilizing Crisis Prevention Intervention (CPI) certification training and other skills as directed by the program teacher.	B	10D			1.05 Lifted and transferred students following demonstrated techniques by OTR, COTA or school nurse.
1.05 Lift and transfer students from one setting to another following techniques demonstrated by a registered occupational therapist, certified occupational therapy assistant and/or school nurse.	A	5D			

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.06 Exercise and position students as directed by the OTR, COTA and/or school nurse.	B	5D		4. Maintain a positive attitude while at work.	1.06 Followed OTR, COTA and school nurse directions when exercising and positioning students.
1.07 Follow state medical regulations and procedures and district policy when handling bodily fluids and dealing with students' medical conditions.	A	1D		5. Communicate ideas to others (children and adults).	1.07 State medical procedures and regulations and district policy have been followed when dealing with bodily fluids and students' medical conditions.
1.08 Supervise students during away-from-school activities.	B	1D		6. Perform gastrostomy feedings, tracheotomy suctioning and other procedures as trained and directed by school nurse and/or program teacher.	1.08 Students are supervised during away-from-school activities as directed by program teacher.
1.09 Attend to students' toileting and dressing as directed by program teacher.	A	5D			1.09 Students are toileted and dressed as directed by program teacher.
1.10 Communicate with students using methods defined in IEP.	B	5D			1.10 Students are communicated with using methods outlined in IEP.
1.11 Perform clerical duties as assigned by teacher.	N/A	2D		7. Carry-out CPI (Crisis Prevention Intervention) and other behavior intervention procedures as directed by program teacher. This includes physically restraining students if necessary.	1.11 Clerical duties are performed as assigned by teacher.
1.12 Perform other duties as assigned by building principal.	N/A	5D			1.12 Other duties are performed as assigned by building principal.
1.13 Follow goals and objectives as listed in students' IEP.	A	5D		8. Utilize cardio pulmonary resuscitation (CPR) and maintain updated certification.	1.13 IEP goals and objectives are followed.
				9. Lift and transfer students using appropriate techniques to prevent injury.	