



Rapid City Area School District 51-4 Job Description

POSITION TITLE: ParaPro (SPED CNA)

DEPARTMENT: Special Services

QUALIFICATIONS/REQUIREMENTS:

- A. **Education required:** High School diploma or GED. Meet one of the following paraprofessional requirements as defined by law: forty-eight (48) semester credits, an associate degree or higher from an accredited college, or successful passing of the Paraprofessional Assessment. Certified Nurse Aide (CNA) or non-certified nursing assistant experience in medical facility, clinic or hospital.
- B. **Certifications desired:** UMA (medication aide), UDA (diabetic aide), CPR certifications
- C. **Experience preferred:** Previous experience working in a school facility with children and adolescents. Experience working with children with and without disabilities.
- D. **Other requirements:** Interest in helping and tending to the health needs and academic success of children and adolescents. Respect for confidentiality of information. Confirmed ability to work as a team member and readiness to accept delegated tasks. Capacity to calmly and professionally deal with stressful situations. Excellent time management skills, well organized, and demonstrate ability to multitask. Proficient computer skills, and efficient verbal and written communication skills. Must have or obtain current CPR certification and must possess willingness to attend medication aide training. Must hold a valid driver's licenses, have reliable transportation, and carry proof of insurance.

REPORTS TO: Building Principal

RECEIVES GUIDANCE FROM: Special Education Case Manager, Occupational Therapists, Physical Therapists, Speech Therapists, and School Nurse

BASIC FUNCTION/PURPOSE OF POSITION: **School Health Special Education District Level Classroom Paraeducator** actively assists in multiple facets of the special education instructional process working under the direction of the certified special education case manager and with guiding support from the school nurse. This position is responsible for performing direct student care and student care related activities, including, but not limited to personal care (i.e. toileting, feeding), activities of daily living, and other skills necessary for the student to access the school environment and make progress toward individual IEP goals. This person is attentive to the student's emotional well-being, assuring student safety, affirming the student's abilities, and strives to promote dignity in all relationships.

ESSENTIAL FUNCTIONS AND DUTIES:

- A. Assist the classroom teacher in the instructional process both within the school and at community work sites in order to potentiate student's ability to gain highest level of independence through shaping, modeling, and prompting
- B. Collaborates with case manager, school nurse, and occupational/physical/speech therapists to help provide an educational experience for the student
- C. Attend to the physical needs of the student(s), including moving, feeding, positioning, and assisting with personal hygiene needs
- D. Provides escort and transport duties as needed for student care to assist in the inclusion process
- E. Perform specialized treatments as delegated by school nurse (i.e. blood glucose monitoring, tube feedings, suctioning, nebulizer treatments, etc.)
- F. Administer medications as ordered under direction of the school nurse and following the Nurse Practice Act
- G. Assist in the implementation of the Individual Education Plan (IEP)
- H. Provide care to students as outlined in the Individualized Health Care Plan and Emergency Action Plan
- I. Maintain accurate academic documentation and data collection per classroom teacher
- J. Maintain daily medication administration records and health treatment documentation as assigned
- K. Ability to successfully complete and implement Safe Crisis Management (SCM) at highest level required for the position
- L. Monitor and comply with federal, state and district policies and procedures
- M. Utilize PPE properly and follows isolation practices as needed for infectious conditions
- N. Contact parents, guardians, emergency contacts and/or agencies as appropriate
- O. Assist and maintain a clean and healthy environment at assigned site
- P. Maintain strict standards of confidentiality and abide by HIPAA and FERPA regulations
- Q. Communicate and work with all school staff in a team approach
- R. Promptly reports students concerns to classroom teacher or school nurse (if strictly medical)
- S. Respond constructively to supervision
- T. Participate in ongoing professional growth activities
- U. Attend building and team meetings as required
- V. Other job duties as assigned

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on evaluation for professional personnel

TERMS OF EMPLOYMENT:

Nine (9) month work year, salary and work year as established by the Board of Education

The above job description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements

MENTAL/PHYSICAL REQUIREMENTS AND WORK CONDITIONS

Frequency Definition:

Occasional 1-10%

Frequent 11-50%

Constant 61-100%

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary.

Occasional Frequent Constant

Light work: Exerting up to 20 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Occasional Frequent Constant

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Occasional Frequent Constant

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Occasional Frequent Constant

1. PHYSICAL ACTIVITIES:

- A. Climbing and balancing
 Occasional Frequent Constant
- B. Stooping and kneeling
 Occasional Frequent Constant
- C. Crouching and crawling
 Occasional Frequent Constant
- D. Reaching
 Occasional Frequent Constant
- E. Standing and Walking
 Occasional Frequent Constant
- F. Pushing, pulling, and lifting
 Occasional Frequent Constant

- G. Fine motor skills
 Occasional Frequent Constant
- H. Talking:
 Occasional Frequent Constant
- I. Hearing:
 Occasional Frequent Constant
- J. Visual Acuity:
 Occasional Frequent Constant

2. WORKING CONDITIONS: The following work conditions will apply at various frequencies:

- A. High and Low temperatures
 Occasional Frequent Constant
- B. Outdoor Elements
 Occasional Frequent Constant
- C. Noisy environments
 Occasional Frequent Constant
- D. Hazardous conditions
 Occasional Frequent Constant