

PARAEDUCATOR JOB DESCRIPTION: CDC/SDC Assistant

Description of Unique Need:

Work with students requiring alternative classroom placement to meet behavioral and instructional needs under the direct supervision of special education teachers.

Job Description:

1. Follow through with IEP objectives including math, reading, speech and developing independent skills.
2. Supervise and assist students when included into general education classes.
3. Communicate pertinent information to teachers.
4. Collect data.
5. Assist in supervision of students during recess and lunch periods and accompany students on community experiences.
6. Strictly adhere to confidentiality requirements regarding all matters pertaining to students, parents, parent communications, and/or classroom activities. (Note: Unless instructed otherwise by supervising teacher, all parent communication must come directly from certified personnel.)
7. Assist with activities of prescribed programs including those written by related service personnel such as PT, OT and Speech.
8. Assist in development of independent skills through self-care activities such as toileting, clothing routines and personal hygiene.
9. Implement behavior management techniques in accordance with the directions given by the supervising teacher (reinforcing appropriate behaviors in accordance with the teacher's plan, supervising timeout, etc.)
10. Other duties as assigned by supervisors such as provide clerical assistance (type and duplicate materials, make instructional games, etc.)
11. As applicable, assist with job coaching at community sites as well as with transportation to and from job sites.

All decisions and/or questions regarding Special Education services are to be referred to the supervising special education teacher.