

# JOB DESCRIPTION

**JOB TITLE:** SPECIAL SERVICES PARAEDUCATOR      **FLSA:** Non-Exempt

**DATE:** 2023-2024 Academic Year      **DEPARTMENT:** Special Services



**REPORTS TO:** Study Skills, Guided Studies, and/or Individualized Services Faculty; Special Services Director

**JOB SUMMARY:** The Special Services paraeducator works under the direction of Academy faculty to support the learning goals of students enrolled in the Study Skills, Guided Studies, and/or Individualized Services programs. The position is responsible for instructional and administrative duties related to meeting Special Services goals and objectives.

## **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

- Promote and support Academy mission, goals and objectives.
- Promote and support Special Services goals and objectives.
- Work with the assigned supervisor and/or Special Services Director to accomplish all program duties. For example: taking attendance, managing records, copying material, general classroom maintenance, preparation of materials for classes, contribute to behavioral and academic logs
- Collaborate with the assigned supervisor and/or the Special Services Director to implement and monitor IEP goals and objectives or program objectives.
- Report progress and propose changes based on the needs of individual students to the supervisor and/or Special Services Director.
- Work with student(s) assigned by the Special Services Director or lead teacher
- Attend Academy professional development activities as directed or in an area of interest/responsibility (e.g., in-service, team meetings, department meetings). Program Instructional Assistants must attend faculty meetings and encouraged to attend faculty social events.
- Direct parent/teacher/district inquiries to supervisor and Special Services Director.
- Report any concerns to supervisor and/or Special Services Director.
- As needed, work in another position (temporary change or during a light period) as assigned by the Special Services Director

*The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.*

## **REQUIRED SKILLS AND ABILITIES:**

- 1) Strong literacy and math skills
- 2) Understanding of oral and written directions
- 3) Ability to learn procedures to be followed in instructional settings
- 4) Ability to be adaptable and flexible
- 5) Ability to collaborate with others
- 6) Good sense of humor
- 7) Familiar with good behavior management techniques
- 8) Honest and sincere
- 9) Formal training or equivalent in principles of adolescent development and instructional techniques
- 10) Understanding of and ability to tailor instructional approaches for different learning styles

## **EDUCATION/EXPERIENCE:**

Associate degree or equivalent is required.

Formal training or experience at a technical or paraprofessional level is preferred.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data into a computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 40 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

### **WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a school/classroom or office environment. The noise level in the work environment is usually moderate.

Employees in these positions must wear appropriate Academy dress while working at St. Johnsbury Academy during the school schedule or representing the Academy at conferences. Employees in these positions are required to work the number of hours as indicated in the employment agreement. Some work outside of the regular work schedule may be required, but these must be approved in advance by the Special Services Administrator.

### **BACKGROUND CHECK AND FINGERPRINTING:**

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

*St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. SJA is committed to providing a diverse environment, we encourage and welcome applications from candidates of all backgrounds.*