

Support Staff Positions

Job Description: Middle School Resource Paraprofessional/Alternative Educator Non Exempt

TITLE: Middle School Resource Paraprofessional/Alternative Educator

DEFINITION: The Resource paraprofessional will assist the Resource teacher with teaching duties, and other assigned duties as need.

The Alternative Educator will work with students that are at risk of being expelled from school and are transitioning from a placement into general education. Students are placed by the principal and other team members. The Alternative Educator will supervise and monitor students, and assist students with class assignments on an as needed basis. Through an informal adjustment contract, students will earn their way back in the regular school population with good behavior.

QUALIFICATIONS:

1. Meet federal highly qualified paraprofessional requirements.
 - a. AA degree or equivalent of 2-year college.
 - b. Pass proficiency exam and high school graduate or equivalent.
2. Skills in area(s) assigned.
3. Skills in working with students.
4. Such other qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervising Teacher and Principal

DUTIES OF RESOURCE PARAPROFESSIONAL

1. Assist students with work assignments.
2. Administer AIMSweb testing once a week and enter data in the AIMSweb database to monitor students' progress.
3. Act as a contact person between teachers and student to assure that students are keeping up with work assignments and have the proper learning materials.
4. Ensure student productivity with classroom assignments.
5. Re-teach assignments when necessary
6. Monitor students at all times for academic needs and inappropriate behavior.
7. Document students' behavior and observations.

DUTIES OF ALTERNATIVE EDUCATOR

1. Supervise students who are placed in the Alternative Program.
2. Educator will obtain students' assignments from office or teachers.
3. Obtain instruction from assigning teachers so that student has clarification of work assignments.
4. Refer students to counselor on a needs basis.
5. Ensure safety and discipline of students

OTHER DUTIES

1. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
2. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
3. Perform all other duties as may be assigned.
4. Employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves both sitting a portion of the time as well as walking and standing for a portion of the time.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate electronic equipment, and handle and work with various materials and objects are important aspects to this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the supervising teacher and/or building principal in accordance with policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

Regional Occupational Medical Program
2115 Stuart Street
Alamosa, CO 81101
(719)589-8110

Rio Grande Hospital Clinic
1280 Grand Avenue
Del Norte, CO 81132
(719)657-2418

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses

to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature_____ Date _____

Policy GDAA-R-9 approved by Board of Education: 06/26/08