

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, SPECIAL EDUCATION, DEAF/BLIND PROGRAM,
STUDENT SPECIFIC, LEVEL IV

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Help students access and use specific equipment related to their disability (e.g., hearing aids, FM systems, assistive technology).
2. Provides appropriate language clarification as stipulated by the special education teachers of the deaf/hard of hearing and blind/vision impaired programs.
3. Supervise student learning activities and monitor student behavior in individual and group situations.
4. Perform instructional assistant functions as assigned by the immediate supervisor including:
 - a. Implement specific instructional programs and activities under the direction of the special education teacher in both the general education classroom and resource room.
 - b. Assist students with assignments and/or other instructional-related work.
 - c. Prepare materials for student use.
 - d. Assist with toileting of students as needed.
5. Gather teacher/classroom notes and interpret to student.
6. Meet on a regular basis with the special education teachers or the educational team as needed to receive direction regarding the overall management of the deaf/blind student.
7. Participate in maintaining appropriate student conduct standards throughout the school building and grounds.
8. Refer serious violations of school codes to the building principal, or designee.
9. Participate in inservice training programs.
10. Keep information confidential in compliance with District, State, and Federal guidelines.
11. Perform other related tasks and responsibilities as assigned by the building principal, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Two (2) to four (4) years of post-secondary preparation, specialized training, or equivalent experience in specific job-related subject matter, or combination thereof.
3. Knowledge of the impact of hearing losses and vision impairments on language development and school performance.
4. Proficiency in or ability to learn Grade 2 Braille preferred.
5. Ability to monitor, maintain, operate, and distribute program equipment and materials.
6. Demonstrated interest and ability in working with specific students in individualized and/or computer-assisted instruction.
7. Demonstrated ability to support oral communication with standard English signs. Basic knowledge of Signed English is required. Demonstrated ability to provide signing in the hand (or similar), preferred.
8. Communicate appropriately in both written and oral expression, including:
 - a. ability to outline oral lectures;
 - b. ability to write legibly;
 - c. ability to keep accurate records;
 - d. ability to follow written and oral instructions;
 - e. ability to work with students and staff in a positive manner;
 - f. maintain confidentiality.
9. Demonstrated evidence of good habits in job attendance and punctuality.
10. Has the ability to:
 - a. Lift or transfer student with multiple handicaps.
 - b. Assist with instruction and supervision of students under the direction of the special education teachers in both the general education classroom and resource room.
 - c. Implement and maintain behavior modification plan as specified by the special education teachers.
 - d. Assist students with personal hygiene as needed.
11. Has, or is willing to obtain, first aid and CPR certificates.
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.