

BELLINGHAM PUBLIC SCHOOLS

Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, OCCUPATIONAL/PHYSICAL THERAPY
SPECIALIST, LEVEL IV

REPORTS TO: Building Principal or designee

RESPONSIBILITIES:

1. Perform specific, individual and group therapy programs as directed and planned by therapist.
2. Observe, record, and report student performance and responses to assigned therapist.
3. Collaborate with therapist in developing program materials and equipment and construct such materials and equipment.
4. Perform general clerical tasks as directed by therapists. Example: filing, maintaining student lists.
5. Monitor, maintain, distribute, and inventory program equipment and materials as directed by therapists.
6. Inventory OT/PT equipment at schools and storage once a year. Track equipment during year and enter data in district computer.
7. Keep all assignment-related information confidential in compliance with District, state, and federal guidelines.
8. Perform other related tasks and responsibilities as designated by therapists.
9. Carry out budget-related activities including ordering of equipment and testing supplies, program materials, office supplies, etc.; pricing and purchasing program materials; maintaining budget balance and record of expenditures.
10. Perform other related tasks and responsibilities as designated 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. Basic working knowledge of Macintosh and IBM word processing programs.

QUALIFICATIONS: (Continued)

4. Ability to communicate appropriately in both written and oral expression.
5. Demonstrated evidence of good habits in job attendance and punctuality.
6. Has, or is willing to obtain, first aid certificate and CPR certificate.
7. Possess a valid Washington State driver's license.
8. Must have own reliable transportation.
9. Experience with assistive technology, e.g., Alpha Smart, intellikeys, and single switches.
10. Demonstrated interest and ability in working with specific students in individualized and/or computer-assisted instruction.
11. Demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Work with staff, students, parents, and general public in a professional and appropriate manner;
 - b. Work cooperatively and with flexibility in a multi-person office;
 - c. Prioritize tasks within parameters given by OT/PTs; and
 - d. Maintain confidentiality.
12. Has, in the judgment of the administration, the ability to perform the physical tasks of this job including but not limited to:
 - a. lifting and transferring students with physical disabilities;
 - b. moving and carrying student equipment such as desks, standing tables, walkers, etc.;
 - c. carrying equipment and supplies weighing up to 20 pounds up flights of stairs; and
 - d. maneuvering wheelchairs around the school environments as necessary.
13. Basic sewing ability/tool skills (for construction of dressing vests, walker bags, wedges, etc.).
14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

9-28-98

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