

**FREMONT SCHOOL DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** Para-educator – special education

**JOB GOAL:** To assist the special education teacher and classroom teacher in the implementation of the Individual Education Plan

**QUALIFICATIONS:** High School education or its equivalency  
Ability to secure certification from the New Hampshire Department of Education  
Ability to become Highly Qualified  
The ability to carry out oral and written instructions and to provide assistance to the supervisor(s) assigned  
Must be willing to maintain appearance appropriate to assigned duties and responsibilities

**REPORTS TO:** Special Education Building Coordinator

**PERFORMANCE RESPONSIBILITIES:**

- Assist the special education and regular education teacher in implementing the IEP
- Provide instructional support to students as assigned
- Provide input in to program and placement decisions
- Have a working knowledge of special education and the processes involved
- Assist teachers in necessary clerical duties
- As appropriate, complete Medicaid forms in a timely manner.
- Participate in professional development activities as appropriate
- Complete assigned duties in a professional manner (such as lunch or recess duty or other duty assigned by the administration)
- Any other duties assigned by the administration

**PHYSICAL ACTIVITY REQUIREMENTS**

**Primary Physical Requirements:**

1. Lift up to 10 lbs.:	Required
2. Lift 11 to 25 lbs.:	Required
3. Lift 25 to 50 lbs.:	Required
4. Lift over 50 lbs.:	Occasionally required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Not required

**Hand Manipulation:**

1. Grasping:	Occasionally required
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- 2. Handling: Occasionally required
- 3. Torquing: Not required
- 4. Fingering: frequently required
- 5. Controls and Equipment: Computer, telephone, copy and FAX machines

**Other Physical Consideration:**

- 1. Twisting: Not required
- 2. Bending: Occasionally required
- 3. Crawling: Not required
- 4. Squatting: Occasionally required
- 5. Kneeling: Not required
- 6. Crouching: Occasionally required
- 7. Climbing: Not required
- 8. Balancing: Not required

**Work Surface (s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

**Cognitive and Sensory Requirement(s):**

- 1. Talking: Necessary for communicating with others. 2.
- Hearing: Necessary for receiving instructions and queries. 3. Sight:
- Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

**Specific Vocational Preparation Requirements:**

- 1. Short demonstration only \_\_\_\_\_
- 2. Any beyond short demonstration up to and including 30 days \_\_\_\_\_
- 3. 30-90 days \_\_\_\_\_
- 4. 91-180 days \_\_\_\_\_
- 5. 181 days to 1 year \_\_\_\_\_
- 6. 1 to 2 years \_\_\_\_\_
- 7. 2 to 4 years   X
- 8. 4 to 10 years \_\_\_\_\_
- 9. Over 10 years \_\_\_\_\_

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students and parents.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids and copier toner.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.