



Kalamazoo Regional Educational Service Agency Job Description

Job Title:	Paraprofessional/Job Coach
Reports To:	Principal/Program Administrator
FLSA Status:	Non-Exempt
Prepared By:	Special Education LM
Approved By:	Human Resources
Prepared Date:	04/2013
Last Revised Date:	04/2013

Summary:

Assists the teacher in instruction to students including: academic, social, and job related skill development. Instructional support will take place in the school and community.

Essential Duties and Responsibilities:

- Manages student classroom activities outside of classroom instruction
- Assists in instruction of students as designed by the teacher
- Collects and summarizes student data. Shares data summary with teacher identified staff.
- Performs classroom maintenance (cleaning and organization) as required
- Assists with organization of daily classroom and work-based site schedule and events calendar
- Implements rules of student conduct
- Maintains order at job sites and in the school
- Assists students with problem solving when adjustment and job related problems arise
- Keeps attendance and student records as required by school
- Performs or assists physical management of students in crisis and when in danger of hurting themselves or others
- Collaborates and provides supports to employees related to student needs.
- Regular and consistent attendance.
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High school diploma or equivalent. Paraprofessional positions for certain programs may require demonstrated competency level for meeting highly qualified status.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Organized and able to plan ahead

Adapts to frequent changes in the work environment

Practices safe work habits

Ability to communicate effectively including listening

Uses equipment and material properly

Displays reliable attendance and promptness

Ability to resolve problems

Presents ideas and information in a manner that gets student's attention and which encourages their engagement

Maintains confidentiality

Embraces a teamwork attitude

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk, bend, twist and sit. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. The employee must support and transfer students who are unable to completely bear weight on their own without the assistance of other staff. The employee must, when necessary, be able to physically restrain a student using approved methods in order to maintain the safety of the students and the building staff. The employee must, when necessary, be able to physically transport a student using approved methods in order to maintain the safety of the students and building staff. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is moderate. Student behavior can be unpredictable and can create a crisis environment. This may include demonstration of physical or verbal threatening and aggression, depression, anxiety and/or violence.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.