



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Approved: 09/28/2022

TITLE: Special Education Student Assistant/ Personal Care Assistant	EMPLOYMENT: 9.5 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: The Special Education Student Assistant/Personal Care Assistant is a paraprofessional who works under the direction of a certificated staff member to support and assist in providing instructional, behavioral, and functional programs and personal care services to a child with disabilities or an eligible young child. The support and assistance includes one-on-one review of material taught by certificated staff and implementation of positive behavior support plans. Services may be provided in a special education class, regular education class or other instructional setting as provided in the student's IEP. Serves as a strong character role model for students. Maintains a positive working relationship with students, parents, staff and the general public.

I. Necessary Qualifications:

- High School diploma or GED and an associate degree or has completed 60 or more credit hours from an accredited institution of higher education, or has obtained a passing score on one of the Arizona Department of Education approved assessments for instructional paraprofessionals preferred
- Valid, unrestricted Arizona Driver's License
- Current First Aid/CPR Certification required within 30 days of hire
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is preferred.
- Excellent verbal and written communication skills, both in Navajo and English.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions or previous five (5) years of employment, whichever is greater.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

II. Duties and Responsibilities

- Help prepare, collect and set-up materials for student participation, following teacher direction.
- Assist individual students and groups of students by providing instructional and behavioral support under the direction of the teacher.
- Maintain student files/records for the purpose of documenting activities and/or providing reliable information.
- Collect educational and behavioral data under the direction of the teacher.
- Participate in the implementation of positive behavior support plans as assigned by teacher.

- Adapt classroom activities, assignments and/or materials under the direction of the teacher for the purpose of supporting and reinforcing classroom and student learning objectives.
- Guide independent study, enrichment work, and modified assignments assigned by the teacher.
- Assist student(s) in transitioning between classrooms.
- Assist student(s) with personal care tasks.
- Operate and/or assist in the use of student mobility devices such as, but not limited to, walker, wheelchair, braces, canes, etc.
- Adapt to the student's mode of communication as necessary for instructional purposes.
- Assist in the implementation of therapy programs developed by therapists, pathologists, and other staff.
- Maintain all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Participate in staff development training programs as assigned.
- May be assigned to various students based on priority of needs.
- Comply with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Perform other duties as assigned.

SUPERVISION RECEIVED BY: Special Education Teacher

WORKING HOURS: In accordance with Board policies

EVALUATION PROCEDURE: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ **DATE:** _____
Employee

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.