

**EDUCATIONAL SERVICE UNIT #4
NEBRASKA CENTER FOR THE EDUCATION OF CHILDREN
WHO ARE BLIND OR VISUALLY IMPAIRED**

JOB DESCRIPTION

JOB TITLE: Paraeducator
DEPARTMENT: Center Based Program
REPORTS TO: Principal

**MINIMUM
REQUIREMENTS:** High School Diploma

**PREFERRED
REQUIREMENTS:** Classroom experience. Experience working with individuals with disabilities.

**KNOWLEDGE, SKILLS
AND ABILITIES:**

Knowledge consultation protocol and process of calling on LEAs, ESUs, and parents; basic technology for documentation and communication; facility operations; instructional techniques and principles of child development.

Basic **skills** related to problem-solving, time management, organization, and communication; presenting educational content to students; self-motivated and self starter; flexible; and work cooperatively with others as a team player.

Ability to operate a personal computer in order to complete all functions of daily operations and communication related to the job position; and willingness to learn Braille; learn current technology devices and applications specific for those with disabilities; follow written and verbal instructions; physical ability to lift and/or transfer students; be dependable and prompt in work attendance; present a positive role model for students.

Coordinate with other professional and support staff in providing best practices for students; involvement in professional development activities and network with others; and maintain confidentiality of student records.

Completion of required training including: State of Nebraska Defensive Driving Course; Pupil Transportation Courses and Permits (may include small vehicle and school mini bus); CPR Certification and Medication Administration; Suicide Prevention, and online Blindness Basics Course.

Represent the Nebraska Center for the Education of Children Who Are Blind or Visually Impaired in a professional manner in dress, attitude, and actions.

**PRIMARY
FUNCTION:**

Work directly with teachers and staff to assist with all instructional tasks and activities for students.

**DUTIES AND
RESPONSIBILITIES:**

1. Assist teachers and related service providers in carrying out lesson plans, IEP goals and objectives, and instruction for students.
2. Prepare instructional materials for classroom teachers.
3. Assist in collecting data and documentation regarding student progress.
4. Maintain confidentiality of student information and records.
5. Provide supervision of students in all settings.
6. Use appropriate communication, modeling, prompting, and approved positive behavior management techniques and programs.
7. Assist students with physical and personal needs such as feeding, toileting, and personal hygiene and includes physical lifting, transferring, and positioning students in a safe, effective manner.
8. Transport and accompany students to mainstreamed classes in the local school districts as needed. Coordinate instructional needs with NCECBVI educators.
9. Transport and supervise students in the community for vocational and work site training, community outings, and field trips.
10. Assist with dining and social skills instruction during breakfast and lunch meals.
11. Participate in staff development opportunities when appropriate.
12. Other assignments as assigned.

SALARY:

Negotiable; 185 day school year work agreement