



## *Special Education Paraeducator*

### **POSITION PURPOSE:**

Join our dynamic and passionate teaching team! As a special education paraeducator, you will provide assistance to youth with disabilities during instruction and activities of daily living skills. Paraeducators assist students in a fun and engaging way during their day while maintaining student safety and well-being.

### **Job Duties**

- Actively participate and engage students in their delegated instructional tasks during individual and small group activities.
- Implement instructional strategies that support engagement and promote observable progress on educational goals and objectives.
- Implement prescribed program plans, as instructed and directed by a Circle of Friends School specialist, therapist, or health care professionals, to support student learning, health, wellbeing, and build skills in the all activities of daily living; physical mobility and strength, fine motor skills related to reaching, manipulating materials, and self feeding, functional communication and social communication skills with communication partners, and skill development that promotes student independence.
- Provide direct physical assistance to students with personal care/hygiene routines, feeding/mealtime routines, learning tasks, daily communication system/device use, social communication skills activities, physical education and other recreational activities.
- Maintain health and safety of students when using prescribed equipment or instructional materials, and identify any potential hazards.
- Observe and record student performance during instructional, recreational, and routine based tasks using a dynamic data collection and progress monitoring system.
- Prepare the classroom environment, lesson plans, and instructional materials for individual and small group activities, in collaboration with the educational team.

### **Knowledge, Skills, and Abilities**

- Ability to work cooperatively and collaboratively with all individuals affiliated with the Circle of Friends School.
- Ability to work independently during periods of the day; prioritize and resolve issues; and complete tasks and duties assigned by the Associate Teacher, Teacher, or Circle of Friends School specialists within the appropriate timeline.
- Attends workshops, staff development classes, and other meetings as assigned by the Associate Teacher, Teacher, or colleagues.
- Ability to attend monthly events that may be in the evening or on the weekends.
- Ability to follow teacher direction, including verbal and written instructional plans, is required.
- Perform routine building, classroom, and equipment maintenance/cleaning, as directed.
- Willingness to learn devices and programs that support youth communication systems.

*Circle of Friends was founded on one simple concept: youth with severe impairments and challenges are just like anyone else – they deserve opportunities. Through resources, support, training, and a community built on compassion, we're here to break the cycle of isolation for these individuals and the people who love them.*

- Proficiency in using computers and ability to learn related software applications, online tracking systems, internet research tools, reporting applications, document scanner, and various Google system applications (Google Drive, Google Docs, Google Slides).
- Performs other related duties as assigned by the Executive Director, Teacher, or Colleague.

## **Physical Requirements**

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to participate in frequent lifting/handling/positioning of students weighing up to 35 lbs or ability to lift with assistance (mechanical or adult assistance) students weighing up to 70 lbs during transfers in/out of mobility equipment. You may be required to participate in a job function analysis prior to employment.
- Ability to physically assist students up to 50lbs who can bear weight during standing, walking, or transitioning between equipment
- Ability to follow written health or medical crisis protocols after provided training.

## **Experience and Education:**

Associate degree preferred

OR

At least two years of experience working directly with preschool, elementary, middle, or high school age youth with disabilities; High school diploma, or G.E.D. required

## **REQUIRED:**

Must pass a background check

Circle of Friends School works directly with youth with severe disabilities and their families. Must meet Oregon COVID-19 Vaccination Requirements for Teachers and School Staff (OAR 333-019-1030). Vaccine Exemption Forms may be accessed here: [OHA 3871 COVID-19 Vaccine Religious Exception Request Form](#) , [OHA 3870 COVID-19 Vaccine Medical Exception Request Form](#) Thank you for helping us maintain the health and safety of our school participants and their family.

***Shift Type: Permanent; 0.875 FTE, 9 month contract***

To apply for this position, please email a cover letter, your resume, copy of your license, and 3 professional references to Jenn Davis at [jenn@circleoffriendsschool.org](mailto:jenn@circleoffriendsschool.org).

For any questions, please call 541-321-0107.