

**Voluntown Board of Education
POSTING OF VACANCIES**

Internal/ External Posting

One (1) Temporary Summer Positions:

Up to 72 -Hours (total) Paraeducator with Special Services

Term of Employment: As required by the school system and Union contract.

Salary and Benefits: As provided by contract with Voluntown Non-Certified Employees CSEA, SEIU, Local 2001.

Qualifications: The Special Education/Classroom Paraeducator with Special Services must have a high school diploma or GED and must have completed at least two (2) years of study at an institution of higher education or obtained an associate degree (or higher) **or** met a rigorous standard of quality demonstrated through formal state or local academic assessment (Para-Pro). The Special Education/Classroom Paraeducator with Special Services shall be responsible for assisting students with personal bodily needs, such as toilet or diaper issues. The Special Education/Classroom Paraeducator shall have skills and knowledge necessary for basic computer operation.

Primary Function: Perform such duties and responsibilities assigned as described in the attached job description.

Applicants must submit a letter of interest to the Superintendent with a copy to the Executive Assistant to the Superintendent, by Thursday, March 8, 2024. Any questions regarding this position should be directed to the Superintendent of Schools.

*Posted: 2.29.24
ASB/DCL*

Voluntown Board of Education
Job Description: Special Education/Classroom ParaEducator with Special Services
Code# 1200-112
Approved: December 8, 2011

Term of Employment: As required by the school system.

Salary and Benefits: As provided by contract with Voluntown Non-Certified Employees CSEA, SEIU, Local 2001.

Qualifications: The Special Education/Classroom Paraeducator with Special Services must have a high school diploma or GED and must have completed at least two (2) years of study at an institution of higher education or obtained an associate degree (or higher) **or** passed the "ParaPro" Assessment. The Special Education/Classroom Paraeducator with Special Services shall be responsible for assisting students with personal bodily needs such as toilet or diaper issues. The Special Education/Classroom Paraeducator shall also have skills and knowledge necessary for the operation of related office equipment, audio-visual equipment, and basic computer operation.

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Primary Function: Perform such duties and responsibilities for special education students as assigned by the supervising teacher(s) and/or administration.

General Duties and Responsibilities:

- A. Primary responsibility is to the assigned student(s) with toileting issues.
- B. Accompany student(s), as needed, to all activities outside the classroom including specials, lunch, and visits to the nurse.
- C. Assist teachers, whenever possible, recognizing the first responsibility is to the student(s) with special toileting needs.
- D. Work with student(s) in the classroom and other areas under the direction of the classroom teacher, special education teacher, and/or administration.
- E. Relate to the students and staff in all aspects of the position.
- F. Provide reinforcement skills and training under the direction of the classroom teacher and/or special education teacher.
- G. Observe and record information on student(s), as requested.
- H. Supervise students in the classroom and other areas on a short-term basis if the teacher has to step out of the room or in a crisis situation.
- I. Report unsatisfactory student behavior to the appropriate staff member.
- J. Supervise students at recess, lunch, on field trips, and at arrival/dismissal times as required.
- K. Assist with the care of equipment and inventory control relating to student needs.
- L. Attend required workshops and meetings.
- M. Attend PPT meetings when requested.
- N. Work cooperatively with all other school system employees.
- O. Assume such other duties and responsibilities that may arise through the nature of the position and not herein described and/or requested by administration or supervisor.

Evaluation:

- The supervisor for the Special Education Paraeducator with Special Services shall be the Director of Special Education and/or the principal.
- Evaluation shall be in collaboration with the teacher(s) as per assignments.
- Job performance will be reviewed annually and as per the current working agreement with CSEA, SEIU, Local 2001.