

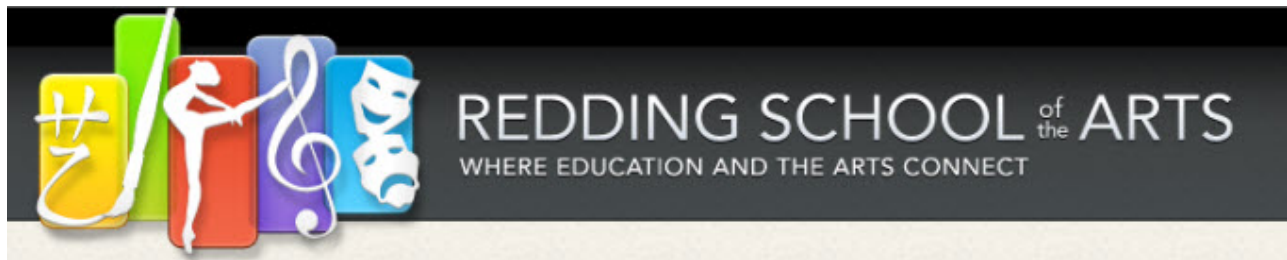
Although there are school closures across the country due to COVID-19 virus, we will continue to work and provide email support for all systems.



### IN-HOUSE VACANCY - INTERNAL CANDIDATES ONLY

This position is only available to current employees of this school district. Applications submitted by job seekers not currently employed by the school district will not be considered.

## 2021/22 Special Education Paraprofessional at Redding School of the Arts



### Job Information

**Date Posted:** 3/12/2021

**Application Deadline:** **Until Filled**

**Employment Type:** Part Time

**Length of Work Year:** 190 Days - SpEd Paraprofessional

**Salary:** \$15.39 - \$17.77 DOE

**Number Openings:** (At time of posting) 1

**Contact:** Wendy Sanders

**Email:** wsanders@rsarts.org

**Phone:**

### Requirements / Qualifications

Online EdJoin Application

Cover Letter

Resume

(2) Letters of Reference

First Aide Certificate

PLEASE SEE JOB DESCRIPTION for ADDITIONAL EMPLOYMENT REQUIREMENTS

### Comments and Other Information

Redding School of the Arts is an equal opportunity employer and is committed to providing a work environment free of harassment, discrimination, retaliation and disrespectful, bullying, or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation.

It also prohibits discrimination, harassment, disrespectful, bullying or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the school prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

## **Job Responsibilities**

### **SPECIAL EDUCATION PARAPROFESSIONAL**

#### **GENERAL FUNCTIONS**

Under the direction of the assigned Education Specialist and Special Education/MTSS Director, employee will perform a variety of remediation and reinforcement skills. Employee will assist students assigned individually or in groups who need assistance in class work or specified academic areas of concern. Employee may be asked to implement some basic testing materials. As an employee of Redding School of the Arts (RSA), this employee will follow the responsibilities and procedures as delineated in the RSA Personnel Handbook.

#### **PRINCIPLE RESPONSIBILITIES**

- Communicate/collaborate with Education Specialist and other service providers, school teachers regarding student progress, assignments, materials, etc.
- Perform applicable assessments as determined by special education/MTSS staff; test new students upon enrollment; conduct academic program placement testing when appropriate for students for programs designated by special education/MTSS staff
- Provide reports on IEP/AIP student progress each grading period, as directed by Education Specialist; Provide copies to Education Specialist, the classroom teacher for the parent, and student working file
- Provide information pertinent to the IEP process- provide up-dated student working folder
- Assist with testing for IEP students as requested
- Assist with Kindergarten Roundup (universal kindergarten screening) as requested
- Present and teach programs/instructional materials as determined appropriate by certified staff for students as scheduled, before, during and after the regular instructional day.
- Maintain and track all instructional materials and manipulatives, such as teacher materials, consumables, check-out system for readers, etc.
- At the end of school year, provide a student summary for each student where services were provided over the course of the school year
- Attend staff meetings, trainings and in-service meetings as requested
- Notify Education Specialist and Special Education/MTSS Administrative Assistant of absences or difficulties getting to work as soon as possible

#### **PROCEDURES FOR CONFIDENTIALITY**

***ALL STUDENT RECORDS ARE CONFIDENTIAL AND MUST BE UNDER LOCK AND KEY WHEN NOT BEING USED.***

- Confidentiality is maintained continually for ALL students, at all times
- Maintain student records in a folder that will house a copy of the IEP, assessment results, selected student work samples, documentation of student attendance and academic progress

## Job Description

### SPECIAL EDUCATION PARAPROFESSIONAL

- Maintain daily records regarding contact and instructional activities; records will include student academic progress, concerns, absences, school activities
- Provide instruction to students in accordance with IEP; programs will be determined and approved by Education Specialist, School Administrator, and/or Special Education Director
- Implement behavior/reward program with students who are pullout of classes
- Provide end of year summary for each student for the next year's paraprofessional (should include any information pertinent to the child's education and/or ability to learn)

### QUALIFICATIONS

#### Ability to:

- Establish and maintain cooperative working relationships
- Interpret and apply legal mandates, policies and regulations pertaining to a school operation and playground safety
- Maintain confidentiality
- Understand and carry out oral and written instructions
- Communicate effectively in oral and written form
- Work with students (kindergarten through 8<sup>th</sup> grades and their families)

#### Knowledge:

- Current General first aid /CPR
- Obtained a AA degree or higher
- passed the county paraprofessional certification

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk and stand; sit; use hands and/or fingers to handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Specific hearing abilities are required by this job.

Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Amended: 12/8/2016

RSA Amended: 6/16/2020

RSA Amended: 3/9/2021