

# **Anoka Hennepin Independent School District #11**

## **Position Standard**

### **Paraeducator – Highly Qualified Special Education**

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Under supervision, Highly Qualified Special Education paras perform a variety of instructional activities as directed by a licensed teacher in a classroom comprised of students with mild to profound physical, emotional, educational, or behavioral problems; and to perform, all related duties as assigned consistent with the job description.

#### **Essential Functions:**

- Assist Special Education Teachers, mainstream teachers, and other personnel in the physical and behavioral management and instruction of students with disabilities in mainstream and resource room settings.
- Perform strenuous physical activities; i.e., lifting students out of a wheelchair, works with all types of handicaps and deformities.
- Maintaining student data, including: monitoring, and recording of student's progress.
- Working with students who may display aggressive, abusive or inappropriate verbal and/or physical behavior.
- Assist individual or small groups in practicing or reviewing previously learned techniques or strategies, including speech/language, math, integrated language arts, etc.
- Follow all district procedures and policies for maintaining a healthy and safe environment for students and staff.
- Perform other duties as assigned in support of instructional efforts.

#### **Minimum Qualifications:**

- Paraprofessionals who are funded with state or federal special education dollars must meet one of the following requirements:
  - At least two years of college credits (usually 60 credits if earned in Minnesota) through an accredited institution of higher education; or
  - An associate's degree or higher; or
  - A passing score on an approved, formal assessment (see below) demonstrating the knowledge and ability to assist with instruction in reading/language arts, writing, mathematics, or readiness for each.
    - For the first two options, a specific course of college study is not required though the individual must be able to demonstrate the ability to assist with basic skills instruction. In all cases, the individual must demonstrate proficiency in the English language.
    - For the third option, two state-approved assessments are available through the Anoka-Hennepin School District.
- Candidates must have completed at least two (2) years of study at an institute of higher education or obtained an associate's degree (or higher) or have successfully passed the ParaPro test. (Documentation will be required.)
- Personal Care Assistant certification required to be completed within 30 days of start date.
- Must be physically working in the building.

- Ability to work effectively with students with disabilities.
- Good communications, interpersonal and recordkeeping skills.
- Ability to work cooperatively with students and staff.
- Ability to take direction.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 40 pounds.
- Ability to perform position responsibilities, including physical factors, work devices, materials handling, data functions and people functions, but not limited to: toileting, feeding and self care procedures, implementing behavioral management program; maintaining student data; working with students who may display aggressive, abusive or inappropriate verbal and/or physical behavior.

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### **The following physical capacities are required:**

- Strength:** The ability to manage one's own weight and the additional weight of equipment or another person in daily duties.
1. Minimum level of strength - dead lift 1/3 body weight or a minimum of fifty pounds.
  2. Carry a minimum of forty pounds at waist level for a distance of sixty feet.
  3. Push, pull, lift and carry a minimum of fifty pounds.
- Flexibility:** The ability to move freely in various directions and the ability to bend or stretch freely in all situations according to work demands.
1. Normal, unrestricted, active range of motion at the back and hips, elbow, shoulder, ankle, knee, neck and wrist.
  2. Functional use of the body in routine movements requiring bending, stretching, reaching, extending, and flexing.
- Endurance:** The ability to maintain effort throughout tasks and the workday, including cardio respiratory endurance.
- Agility:** The ability to change body directions rapidly with fluid movement in order to accomplish a task in a smooth and efficient manner.

### **Physical Factors includes:**

**Constant:** walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation;

**Frequent:** lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting/smelling, near vision, midrange vision, depth perception, field of vision;

**Occasional:** standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm grasp, fingering, feeling, talking, far vision.