**PHILIPSBURG SCHOOL DISTRICT VACANCY ANNOUNCEMENT**

**JOB TITLE:** Paraprofessional (Special Education- 1-1 Aid)

**REPORTS TO:**  Special Education Teacher and Principal

**SALARY:** Range of $12.90 – $15.15 per hour - DOE

Philipsburg is a family-centered community with a true hometown feel and outstanding school support. With plenty of space and some of the country's most beautiful outdoor scenery and activities, it's the perfect place to live, play and teach.

**JOB SUMMARY:** Assist students with disabilities who need support to access the specialized program curriculum and benefit from their educational placement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Student Supervision and Support Responsibility (95%)**

* Reinforce specialized program instruction and support for elementary children with Communication, emotional / behavioral regulation support needs. Provide physical elements of hygiene, bath rooming clothing, diapering, transfers, occupational therapy, feeding, and social skills
* Assist students with daily transitions (e.g., transition between tasks and/or rooms, lunch,
* Community activities, etc.)
* Assist the special education teacher and therapists in implementing student’s Individual Educational Plan (IEP) goals and accommodations
* Assist in implementing behavior management programs
* Under supervision of special education teacher, reinforce all instruction
* Monitor the student to ensure his/her safety and the safety of other persons
* Foster and encourage the independence of the student. Assist with crisis intervention which will include crisis prevention intervention (CPI) training
* Establish a positive and nurturing relationship with the student; and supportive, team player relationships with colleagues, staff and the Director.
* Assist in supporting classroom consistency through all routines
* Assist student during field trips and other outings (e.g., assist transportation drivers secure wheelchairs when appropriate, on bus/van, assist students with orientation and mobility, assist teacher(s) in monitoring students for safety, etc.)
* Collect and maintain data as directed by supervising teacher
* Supervise and monitor students for appropriate behavior across all settings
* Maintain communication with Special Education teacher regarding schedules, student progress and problem solving on a daily basis • May include other duties as assigned

**Preparatory (5%)**

* Assist classroom teacher with preparatory materials
* Perform related work as assigned or requested including attending professional development/meetings, in-services and workshops

**WORK REQUIREMENTS AND CHARACTERISTICS:**

**Education/Certification/Licensure:**

• High School diploma or equivalent

* Valid Montana driver’s license

**Experience:**

* Previous experience in working with children, specifically with disabilities, preferred

**Essential Knowledge, Skills, and Abilities:**

* Ability to work well with students and staff & families
* Ability to work with children of various ability levels
* Knowledge and application of Crisis Prevention Institute (CPI) training will be provided
* Position requires exercising confidentiality in handling student and family information
* Operates equipment which may include computer, printer, copy machine, iPad, Chromebook, etc.
* Operates wheelchairs, standers, lifts and or power chairs (depending on student needs)

**Supervision of Other Employees:**

* Position does not supervise other employees

**Physical Job Requirements:**

* Position involves bending, stooping and kneeling while working with students • Position involves extended periods of time on feet
* Position involves occasionally lifting up to 40 lbs.
* Position involves listening, speaking clearly and visual acuity
* Position involves positioning of students
* Position involves taking students on walks, community outings by van, physical movement

**Working Conditions:**

* Majority of work is performed in normal classroom conditions
* Position involves occasional exposure to blood/bodily fluids and airborne pathogens
* Position involves occasional exposure to outside temperatures and weather conditions
* Position involves constant exposure to students with special needs
* Position involves meeting self-care needs
* Position may involve occasional lifting
* Position involves risk of occasional physical injury from student and/or emotional outbursts
* This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. **All Employees must agree to background check**

**NON-DISCRIMINATION DISCLOSURE:**

The Philipsburg Board of Trustees does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs or activities.

**How to APPLY Below**

**Submit district classified application** in one pdf file to include a letter of interest, district application, resume, licensure (if any), and three letters of recommendation. Email application materials to grahaml@pburg.k12.mt.us and gatest@pburg.k12.mt.us

Our District Application can be found on the District website <https://www.philipsburgschools.org/>.

Salary for this position depends on experience and education.

Coaching positions are also available in the District – coaching openings can be found on the district website at <https://www.philipsburgschools.org/>