



Job Description

Job Title: Special Education Paraprofessional/Certified Nurse Assistant	
Reports to: EC Coordinator	
FLSA Status: Non-exempt	Employment: 10 month
<p>About Our School: Excelsior Classical Academy CFA is a public charter school dedicated to providing excellence and equity in education by developing in every student a foundation of knowledge, a practice of reason, a quality of eloquence, and a habit of virtue, to prepare each student for a lifetime of learning and citizenship.</p>	
<p>Job Function: The dual-role special education paraprofessional/certified nurse assistant provides assistance in providing for the medical and physical needs of students with disabilities in the special education setting. Paraprofessionals assist in the implementation of classroom programs, including self-help, hygiene, behavior management, and instructional programs. Paraprofessionals are expected to attend professional development relevant to the assignment. Special Education Paraprofessionals work under general supervision of the Director of Student Support Services and under the immediate direction of the School Nurse.</p>	
<p>Qualifications:</p> <ul style="list-style-type: none"> ● Dedication to Excelsior Classical Academy’s mission of driving academic excellence, developing strong character ● High level of professionalism ● Experience working with children/students with medical conditions, autism spectrum disorder &/or intellectual/developmental/emotional/behavioral/physical disabilities ● Strong public relationship skills ● Education/Certification: <ul style="list-style-type: none"> High School Diploma or GED Valid Certified Nurse Assistant/Patient Care Technician certification (required), including 1st Aid / CPR certification Participate in and successfully complete/maintain crisis intervention / restraint training 	
<p>Responsibilities:</p> <ul style="list-style-type: none"> ● Under the direction of the School Nurse, implement the plan of care for assigned students. This may include providing enteral feedings, catheterizations, site/wound care, monitoring bodily functions, or other delegated nursing care duties as assigned. ● Under the direction of the School Nurse, administer medications according to district policy and procedures. 	

- Complete all required paperwork for nursing plan and communicate regularly with the School Nurse and classroom teacher. (The CNA/PCT does not communicate directly with parents.)
- Report all suspected situations of child abuse per the State of North Carolina requirements.
- Report potential health / safety hazards to School Nurse and Director of Student Support Services.
- Help meet the individual needs of student(s) including transferring to and from wheelchairs; lifting and positioning and assisting with other physical needs.
- Help meet the individual needs of student(s) including providing personal care such as feeding &/or tube-feeding; bathroom needs which may including changing diapers, feminine hygiene care, and personal hygiene
- Assist Special Education Teachers with their duties as needed and assigned
- Review assigned student(s) IEP and BIP.
- Maintain an effective working relationship with colleagues and work as a team member to meet the needs of students.
- Treat all students with professional courtesy and respect: Maintain FERPA and HIPAA confidentiality regarding students' educational and medical records.
- Participate in staff development training programs, faculty meetings, and special events as assigned.
- Perform other duties as assigned.

What you bring to the job:

- A work ethic and personal belief system that aligns with the mission and vision of Excelsior Classical Academy
- Empathy and positive regard for all others in written, verbal, and non-verbal communications
- Building trusting relationships with students, parents, colleagues, and community by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions
- Working effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication
- The ability to work both autonomously and in teams
- Maintaining proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility
- Appropriate dress for a workplace with frequent customer service interaction and community outreach
- Meeting all required standards of confidentiality and safety
- Demonstrated organizational and technology skills
- Demonstrated resourcefulness in setting priorities and guiding investment in people and systems

Physical Requirements considered as essential functions to this position:

- Lifting up to 50 pounds
- Physical ability to maneuver students with significantly impaired mobility (e.g. use a Hoyer-type lift , conduct wheelchair load students on to a bus lift)
- Frequent walking / standing for long periods of time that will include kneeling/squatting, bending/stooping, pushing/pulling and twisting

EXPECTATIONS OF MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

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

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students

Posture: Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent light lifting and carrying (less than 15 pounds); heavy lifting (45 pounds or over) and/or positioning students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive and other classroom equipment

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (body fluids, bacteria, communicable diseases)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress