

COLONIAL INTERMEDIATE UNIT 20
6 Danforth Drive
Easton, Pennsylvania 18045-7899

POSITION DESCRIPTION

Position: Associate Specialist – Intervenor

Qualifications: Highly Qualified Paraeducator:

Completed two years of study at an institution of higher education
(completed 48 credits) or

obtained an associate's (or higher) degree or

met a rigorous standard of quality and be able to demonstrate, through a formal
State or local academic assessment, knowledge of and the ability
to assist in instructing reading, writing, and mathematics

Experience in working with children with disabilities or sensory impairments

Effective written and oral expression

Participate in ongoing training in the area of deafblindness and maintain current

Standards as directed by best practice in the area deafblindness

Ability to attend to students' daily living needs

(bodily fluids, diapering, toileting, grooming)

Ability to provide appropriate restraint

Continuous reaching and handling

Frequent standing, walking, reaching, bending, climbing stairs/steps, sitting, lifting,
carrying, pushing, pulling, kneeling, crawling and squatting

Driving, when needed

*Early Intervention Associate Teachers must meet "highly qualified"

paraeducator criteria in order to be considered for a position in a school age program

Reports To: Supervisor of Special Education
Classroom Teacher

Location: Any location in Colonial Intermediate Unit 20 as assigned

Job Goal: To facilitate the access of environmental information usually gained through vision and hearing, but which is unavailable or incomplete to the child who is deafblind. Facilitate the development and/or use of receptive or expressive communication skills. Develop and maintain a trusting, interactive relationship that can promote social and emotional well-being.

Essential Duties and Responsibilities:

1. Arrives at designated job site according to the established work schedule and adheres to the established work schedule.
2. Communicates and works cooperatively with teachers, students, parents, IU staff, district personnel, and appropriate agency members to meet student needs.
3. Attends and participates in meetings and trainings as required.
4. Responds positively to supervision and suggestions for improvement.

5. Understands and maintains confidentiality in all matters.
6. Performs other duties as assigned by the Supervisor of the program, teacher, and/or any other professional staff.
7. Dresses appropriately according to CIU 20 and district guidelines.
8. Implements instructional plan as designated by teacher.
9. Implements behavior support plans as designated by teacher.
10. Follows the established daily classroom and students' schedule.
11. Provides teacher with data and continuous feedback concerning student progress, student behaviors, and incidents.
12. Assists in setting up and maintaining an orderly classroom environment.
13. Orients and assists the substitute teacher/associate teacher when staff is absent.
14. Attends to students' daily living needs including personal hygiene, bodily fluids, diapering, toileting, and grooming.
15. Uses universal precautions when dealing with bodily fluids in order to maintain a safe, healthy environment.
16. Physically lifts up to 40 lbs. without assistance and/or assists any student as required by students' physical needs.
17. Assists students with eating and drinking when necessary.
18. Assists in non-violent crisis intervention and provides appropriate restraint when necessary.
19. Strives to understand students' feelings and behaviors and responds appropriately.
20. Contributes toward the development and maintenance of an environment which is non-threatening, safe, and nurturing, and where the students feel respected, accepted, and welcomed.
21. Supports and/or accompanies students in teacher-planned school and community activities.
22. Follows the student's IEP and the modifications and instructional techniques recommended by related service staff.
23. Become proficient in all of the student's individual communication methods and strategies to encourage communication.
24. Keeps a daily log (Personal Care Assistance Log) of information about the student and his/her activities.

25. Participates in weekly student planning meetings.
26. Participates in the assessment of the students and in the preparation of IEPs, progress reports, behavior plans, data collection, and other documentation for progress monitoring.
27. Participates in site-based, regional, and state-wide training in the area of deafblindness.
28. Shows ability to exercise good judgment, professionalism, cooperation, tact, and discretion in dealing with the student, family, and others.
29. Follows team decisions, established policies and procedures, and designated lines of communication and authority.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

Term of Employment:

1. Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.