

**Job Description: Para Educator**

**Site: Central Louisiana Supports & Services Center**

**Supervisory Responsibilities**

None

**Reports To**

Regional Coordinator, Designated Central Office Staff

**Role:**

To support the provision of special education services to meet the legally mandated educational needs of children, adolescents, and young adults, who have been identified with disabilities that impede educational and/or behavioral performance. To plan, organize, and provide rigorous, engaging instructional experiences for students by employing total approach involving teaching of academics, communication, vocational, motor, self-help and social subject matter to improve and assist each student in taking his/her place in society; to track student progress, reflect, and make adjustments to ensure student academic growth; the job goals are in alignment with the COMPASS teaching rubric components. To manage student learning in accordance with the goals and directives of the LA Special School District and perform within the operational procedures of the sites assigned.

**Performance responsibilities:**

- **Setting Instructional Objectives**
  - The teacher designs, sets, communicates, and tracks purposeful, rigorous instructional outcomes.
  - Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
  
- **Managing Classroom Procedures**
  - The teacher maintains an effectively and efficiently functioning classroom, in which routines and procedures, instructional groups, and transitions flow smoothly.
  - The teacher effectuates classroom management to foster a safe and positive learning environment for all students and staff in accordance with school and county policies;
  - Ensures the adequate supervision to assure health, welfare, and safety of all students
  
- **Engaging Students in Learning**
  - The teacher provides learning tasks and activities that are aligned with instructional outcomes and are designed to challenge student thinking, resulting in active, intellectual engagement by most students.
  - Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;
  
- **Using Assessment in Instruction**
  - The teacher uses assessment *for* learning to regularly monitor student understanding, modify instruction as needed, and provide feedback to students.
  - Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.



- **Professional Development/Professionalism**
  - The teacher grows and develops professionally through professional development, both as assigned and voluntarily, to improve teaching and learning in areas of need, and the teacher shows professionalism in attitude and conduct.
  - Maintains and respects confidentiality of student and school personnel information
  - It is the expectation that all employees adhere to the policies and procedures of the Special School District.
  
- **School Improvement**
  - The teacher takes an active role in building-level decision making.

**Qualifications**

- As set forth in Louisiana Standards for State Certification of School Personnel (*Bulletin 746*).
- High School Diploma
- LA Teacher's certificate in special education, preferred, with endorsements in core subjects; Math, ELA
- Prior successful teaching experience in an alternative school or within special education settings
- Able to instruct multi-grade classrooms
- Knowledge and experience working with students who possess various exceptionalities
- Reliable and punctual
- Some work requires moderate effort, and some will require brief periods in which heavy exertion and strenuous physical exertion in climbing, lifting objects over 50 pounds, or crouching or crawling in restricted areas is required. Physical requirements are subject to reasonable accommodation in accordance with ADA standards.
- Special Requirements: Candidate must attend an orientation/training session and complete required District and state credentialing requirements (Background check, Fingerprinting)

**Terms of Employment**

Instructors are employed full-time on a daily basis, with hours specified for the site assigned.

**Submit Resume and Cover Letter to:**

Dr. Shirley Lewis  
Shirley.Lewis@la.gov

