

POSITION TITLE: Para-Educator; Special Education Paraprofessional (Special Education K-12)

SUPERVISED BY: Special Programs Director and Building Principal

JOB SUMMARY: Under the supervised guidance of the classroom and special education teachers and lesson plans, the Para-Educator will accompany and supervise students with disabilities as they move between classes learning functional, academic, social and behavioral skills that will contribute to their development as lifelong learners and good citizens.

QUALIFICATIONS: High School diploma, plus Associate of Arts Degree or 64 college credit hours in elementary education with a Special Education emphasis, or have obtained a passing score on the state mandated Parapro Assessment. Enjoy working with students with exceptionality & the challenged. Flexible in working with variety of teachers and moving from classroom to classroom, doing activities with students, meeting with parents in a positive way. Knowledge of special education laws, terminology and IEP; must know, understand, and apply confidentiality. Special Education experience preferred; study in special education desired.

RESPONSIBILITIES:

1. Communicate with and assist teacher as they plan and design program of study for students per Individualized Education Plan (IEP) consistent with special education regulations and procedures. Understand what Para-educator's role will be in instructing/supervising students using that plan.
2. Work closely with classroom teachers to create a classroom environment to provide opportunities for students to learn appropriate social skills, develop positive attitude and self-image conducive to learning; incorporate, model, and reinforce positive behavior with students, parents, colleagues and others.
3. Assist students in the regular classroom to reinforce skills and concepts as needed per IEP, and/or tutor an individual, small groups; assist teachers to modify instruction as needed to meet individual needs; provide student progress data to teachers on a weekly basis.
4. Maintain discipline of assigned students as scheduled by the teacher to ensure safety, health, and welfare of the students; guides students to set and maintain standards of school, classroom behaviors and others stated in the IEP.
5. Take all necessary and reasonable precautions to protect students, equipment, material, and facilities of the school; advocate on behalf of students with disabilities to ensure students receive the needed appropriate services.
6. Supervise students at school, during duty on playground or lunchroom, extra curricular trips, bus runs as needed and other school related activities.
7. Attend all meetings and trainings as assigned; maintain accurate and complete records and timesheets as required by the special education regulations, school policies and procedures.
8. Assist with any health services such as grooming, toileting or diapering as needed.
9. Perform other duties as assigned, especially in cases where the assigned student is absent. Paraprofessionals are assigned to meet the needs of the educational institution, not necessarily the needs of individual students. As such, assignments are always subject to change.