

## Special Education Paraprofessional Job Description

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**Reports To:** Special Education Supervisor

**Length of Assignment:** 9 months

**Tour of Duty:** 7:30 a.m. – 4:00 p.m., Monday through Friday, except Legal Discontinuance days as designated on the school calendar and approved by the School Board of Isna Wica Owayawa/Loneman School. Tour of duty begins and ends as stated on 'At Will Employment Letter'.

**Employment Status:** Hourly/Non-Exempt

**Primary purpose:**

Under the direction of the Special Education Teacher/Coordinator, Special Education Paraprofessionals will carry out their duties based on the student's with disabilities Individual Education Plan (IEP).

**Responsibilities:**

Duties of this job include, but are not limited to:

1. Under the direction of the Special Education Teacher the para-educator will provide a continuum of services to a student with disabilities based on their IEP goals in the areas of academic & functional skills, fine & gross motor, emotional, health and safety, and communication needs. (Measurable Annual Goals – ((300.320)(a)(i))
2. Will support and assist students' with disabilities in an inclusionary or self-contained setting as described in their IEP. (CFR 300.320 (4)).
3. Will work under the guidance of the Special Education Teacher and the General Education Teacher to assure that students' with disabilities are being mainstreamed in the general education classroom as established by the Least Restrictive Environment (LRE – 300.114).
4. Under the direction of the Special Education Teacher, the para-educator will provide and ensure program accommodations and modifications are being met as written in the IEP. {300.320.(a)(2)(ii)}
5. Demonstrates effective organizational skills, time management and flexibility in order to meet student needs.
6. Assumes responsibility for continued professional growth to fully support working with students' with disabilities.
7. Support and act in accordance with all Isna Wica Owayawa/Loneman School goals, objectives and policies.
8. Attends work on a daily/regular basis, arrives to school on time.
9. Performs other related duties, as assigned, to ensure the programs efficiency.
10. Will attend Individual Education Plan meetings as designated by the Special Education Teacher.
11. Emphasize Lakota Language with all staff and students school wide.
12. Paraprofessionals will be evaluated two (2) times a year by an immediate supervisor. These evaluations will become part of the permanent school file.

**Requirements:**

- a. Must have the use of sensory skills in order to effectively communicate and interact with students, other faculty, staff and parents as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.
- b. The position also entails significant walking, bending, standing, stooping and possible physical interventions in order to maintain a safe learning environment.
- c. Assignment may require the ability to physically move students or equipment weighting up to 50 lbs., position students in specialized equipment and/or change diapers as needed.

**Qualifications:**

- Must meet Paraprofessional requirements as per Isna Wica Owayawa/Loneman School Policies, which include an AA Degree; or **48** credit hours (passing credit hours) as documented by official transcripts; or passing the South Dakota State Paraprofessional test.
- Knowledge of Native American culture or experience teaching Native American children is preferred
- Must possess/obtain and maintain a legal driver's license.
- Must take and pass a Drug/Alcohol test, Background Check and Fingerprinting
- Will participate in Isna Wica Owayawa/Loneman School activities that include the community.