Title: 10 Month Classified - Special Education Paraprofessional

Reports to: Special Ed Teacher/Director/Classroom Teacher
FLSA Status: Non-Exempt
FTE: 85

Education

• High school diploma or GED
• Experience and skills in instructional role, use of technology, and interpersonal communications
• Paraprofessional examination or 12 college credits

Position Title: Paraprofessionals work under the overall supervision of the Superintendent with direct supervision provided by special education teacher or classroom teacher. This position provides direct one on one assistance to special education students.

Expectations of all employees: Support the school’s mission, vision and values by exhibiting excellence, teamwork, respect, commitment to our school and community, accountability and ownership.

Standards and Quality Assurance • Be at least 18 years of age • Have a high school diploma and able to pass the paraprofessional test or have completed 12 college credits • Have demonstrated ability to work cooperatively with others • Have willingness to assume any responsibilities appropriate for the position • Behave and speak in a professional manner at all times. • Set a good example in terms of dress, punctuality, and attendance. • Attend staff and team meetings. • Be proactive in matters relating to health and safety. • All other duties as assigned by the superintendent, classroom teacher or special education director.

Responsibilities: • Demonstrate knowledge of students’ needs, including but not limited to: educational, medical, physical, sensory, speech/language, social/emotional, recreational, vocational, etc., as established by a child study team and implement as needed. • Maintain strict confidentiality regarding all matters pertaining to students and personnel. • Demonstrate effective organizational skills, time management, and flexibility in order to meet staff and students’ needs. • Function as program or classroom instructional assistant and work in small groups to reinforce learning but may be assigned as a one on one (1:1) instructional assistant. • Attends work on a regular basis, arrives to school on time; prepared to assist in the classroom. • Assume other duties and responsibilities as assigned by the program coordinator, and/or classroom teacher.

Classroom Environment: • Escort, supervise, and assists student to various settings throughout the building including, but not limited to: cafeteria, recess, and general education/special classrooms including arrival and dismissal times. • Assist students in restrooms as needed. • Facilitate appropriate social interactions amongst students by prompting, modeling, and
reinforcing appropriate social behaviors in small group or classroom settings. • Assist in the follow through of planned behavior plans/interventions and provide reinforcement

**Instruction:** • Assist teacher with maintaining inclusive, learner-centered environments. • Take notes or scribe for students • Assist student with life-skills based curriculum in school or community. • Help students implement and self-manage organization skills. • Help facilitate inclusion of students into general education settings. • Assist in the educational and social development of students under the direction and guidance of the facilitator and classroom teachers. • Assist in the implementation of Individual Education Plans for the students and monitor their progress. • Provide support for individual students inside and outside the classroom to enable them to fully participate in activities. • Work with other professionals, such as speech therapist, social worker, occupational and physical therapists. • Assist classroom teachers with maintaining student records. • Support students with emotional or behavior concerns and assist them in developing appropriate social skills.

**Professional Responsibilities:** • Establish a positive rapport with staff, students, and families • Consult or meet with teachers or other professionals utilizing appropriate channels by engaging in positive solution finding steps to resolve areas of concern and request direction, instruction, or guidance for new or unfamiliar tasks. • Provide and communicate information in a timely manner about students or equipment. • Refers questions from families to appropriate channels • Model appropriate hygiene, appearance, interaction, and actions • Provide accurate information about students to team members, discussion confidential school issues only with appropriate personnel. • Be flexible, willing to listen, experiment, and make changes when needed.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.