

Level I Special Education Paraprofessional Job Description

Purpose: The Level 1 Special Education Paraprofessional assists the special education and general education instructors in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the paraprofessional works closely with the staff and administration of Derby Public Schools.

Responsible to: Director of Special Services and Principal

Salary: Range E

Date: December 2012

Qualifications:

1. High school diploma or equivalent.
2. Demonstrated commitment to career development and life-long learning.
3. If assigned to a Title I school must have at least 48 hours or pass a para assessment test.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Assist students with activities of daily life as required for their participation in the school environment.
- b. Assist in facilitating the personal, social and intellectual development of students as required by the Individual Education Plan (IEP) and/or supervising teacher.
- c. Assist in establishing a positive learning environment, and respond to the individual needs of students.
- d. Teach job-related skills, home maintenance and appropriate safety practices in a variety of settings and circumstances.
- e. Ensure that all activities conform to district guidelines.
- f. Communicate effectively with patrons and staff of the school district.
- g. React to change productively and handle other tasks as assigned.
- h. Appropriately operate all classroom equipment.
- i. Support the value of an education.
- j. Support the philosophy and mission of the cooperative and school district.
- k. Adhere to district, state and federal confidentiality policies.
- l. Comply with all district policies, rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires the ability to sit and/or stand for prolonged periods.
- b. Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- c. Requires the ability to stoop, kneel, crawl, bend, turn, and reach.
- d. Requires the ability to climb and balance.
- e. Must be able to work indoors and outdoors year-round.
- f. Must be able to work in noisy and crowded environments.
- g. Must be able to work in and around dust, fumes, and odors.
- h. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

- 1. Assist in the instruction and supervision of students during structured and unstructured daily activities.
- 2. Ensure that proper safety practices are followed at all times.
- 3. Properly maintain all equipment and materials.
- 4. Observe, record and report student behavior to the designated certified provider.
- 5. Monitor student progress and report as required.
- 6. Use appropriate behavior management techniques to maintain a positive climate for learning.
- 7. Motivate students through effective communication and evaluative feedback.
- 8. Set high expectations for student achievement and behavior.
- 9. Demonstrate effective interpersonal relationships with others.
- 10. Assist in providing support for the unique physical needs of assigned students.
- 11. Escort/transport assigned students to and from various school facilities and areas.
- 12. Provide daily feeding and/or mealtime supervision, toilet and hygiene care for assigned students as needed.
- 13. Assist supervising teacher to prepare instructional materials and supplies for use.
- 14. Work effectively with students, teachers, parents, community agencies and other individuals with an educational investment in student progress.
- 15. Assist in safeguarding confidential information.
- 16. Adhere to required program guidelines as defined by the Kansas Plan for Special Education.
- 17. Keep abreast of new information, innovative ideas and techniques.
- 18. Adhere to all district and health and safety policies.
- 19. Other duties as assigned by the instructor, principal or Director of Special Services which, are consistent with the general requirements and qualifications for the position.