

# East Baton Rouge Parish Schools Position Description

**Job Title:** Paraprofessional – Special Education

**Reports To:** Principal

**Prepared By:** Classified Job Description Committee and Liz Duran Swinford

**Approved Date:** April 2006

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## Summary

The paraprofessional assists in the delivery of special education and/or related services under the supervision of a teacher and/or other professional who has the responsibility for the delivery of the services to exceptional children. This position involves the performance of instructional and non-instructional tasks.

## Essential Duties and Responsibilities

- Works with individual or small groups of students to reinforce skills/concepts
- Provides assistance to substitute teachers
- Assists with specific tasks as required by student needs (e.g., Braille, signing, crisis intervention, augmentative communication devices, etc)
- Assists with materials to help meet individual differences
- Assists with organizing and arranging instructional activities
- Performs other instructional duties as assigned by teacher
- Follows all regulations and policies of the school and school board
- Attends faculty meetings and parent conferences when requested
- Provides assistance in meeting the physical needs of the disabled students, e.g., catheterization, etc. after proper training is provided
- Provides assistance with physical restraints and behavior intervention techniques after training such as crisis intervention
- Attends and participates in pre-service and in-service workshops and training as requested
- Assists with meals and snacks
- Helps students to office, first aid room, rest room, recess etc.
- Maintains discipline standards according to the regulations of the school system and the assigned
- Assists with specific tasks as required by IEP (e.g., diapering, feeding, toileting, wheelchair assistance, etc)
- Performs other related duties as assigned by classroom teacher and/or site administrator(s)

## TRANSPORTATION (On the bus)

- Attends to the physical, emotional and behavioral needs of the special education students
- Assists the bus driver in loading and unloading special education students
- Assists the bus driver in maintaining an orderly and calm atmosphere

## Supervisory Responsibilities

Not Applicable

## Essential Functions and Qualifications

The essential functions for the position Paraprofessional- Special Education include the physical and mental involvement requirements noted in this position description in addition to regular reliable attendance given the limited number of employees available to perform the essential functions of this position. It is also essential that the Paraprofessional – Special Education be able to follow the directives of superiors in insuring the harmonious operation of the department.

## EDUCATION and EXPERIENCE

Must meet definition of highly qualified status as mandated by No Child Left Behind Act by earning 48 college credit hours that includes 15 hours of general education requirements such as English Composition (3), English/Reading (6) and Mathematics (6), obtaining an Associate's Degree from an accredited university or college or by passing the Paraprofessional Exam with a score of 450 or above

### **LANGUAGE SKILLS**

Able to read, analyze and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints. Ability to effectively present information to top management, public groups and the school board.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. Must be physically capable of implementing health maintenance services for the medically fragile, chronically ill, and/or terminally ill special education student(s). The employee is occasionally required to stand, walk, reach, bend and sometimes lift up to 20 pounds or more with assistance. Must have the ability to be mobile in the schools and community environment at all times in order to monitor 100% of the time in close proximity if needed. Must be able to position oneself on the floor to execute activities and task as needed by the student as well as to diaper, clothe and assist children on and off the toilet. Must be able to perform non-complex health procedures after training. Mobility skills are necessary to access a variety of work locations.

### **MENTAL INVOLVEMENT**

The Paraprofessional – Special Education must possess sufficient interpersonal skills to function compatibly with others. The Paraprofessional – Special Education must respond positively to supervision and to accept suggestions for improvement.

### ***Work Environment***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Professional Conduct***

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to EBRPSS policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

### ***Classification under Fair Labor Standards Act(s) (FLSA)***

The East Baton Rouge Parish School System in compliance with Fair Labor Standards Act(s) considers this position NON –EXEMPT from any and all overtime payments.

### ***Funding Source***

General Funds/Federal Funds

**Salary Scale**

See 9, 10 & 11 Month Salary Schedule

**Terms of Employment**

9 Months

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date