

## LAKEVILLE AREA PUBLIC SCHOOLS

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Special Education Paraprofessional</b>	<b>LOCATOR: (Office Use Only)</b>
<b>DEPARTMENT/BUILDING:</b>	<b>Special Education</b>	<b>POSITION CLASSIFICATION:</b> <b>B-2-1</b>
<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>Building Principal</b>	<b>BARGAINING UNIT: LEAF</b>

**POSITION SUMMARY:** A special education paraprofessional, under the supervision of a licensed special education teacher, provides direct and indirect support to students with special needs ages Birth through age 21. The duties and responsibilities of a special education paraprofessional will vary based on the developmental needs and age of the students served.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions of this position may include, but are not limited to, the following tasks:

1. Serve as a contributing member of the special education team.
2. Support academic programs designed by special and general education teachers including leading small groups, providing one-to-one follow-up, re-teaching/review, and keeping students on-task.
3. Provide supports to enhance student success and independence through implementation of Individual Education Program (IEP) adaptations and accommodations. (e.g., taking notes in class, reading materials aloud, utilizing technology, implementing organizational tools).
4. Provide feedback to special education teachers about general education class activities, assignments, student participation, and behavior.
5. Promote a positive learning environment and advocates for student needs.
6. Facilitate interactions between students with disabilities and classmates.
7. Support development of individual communication, social and functional skills.
8. Implement individual student behavior plans including providing positive reinforcement, assisting with self-regulation and behavior de-escalation, assisting students to transition from general education classrooms and other school settings when behaviors are interfering with learning, and implementing safe restraint procedures when required.
9. Collect student data as directed by special education teacher.
10. Assist students with mobility which may include toileting/changing diapers, lifting and transferring students, helping with dressing, assisting students with adaptive equipment.
11. Accompany students during school-related community outings which may include driving a district vehicle.
12. Support activities of daily living (assisting with eating/feeding, hygiene, dressing skills, and toileting/diapering).
13. Maintain student and family data privacy and confidentiality.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Participate in conferences and school activities beyond the regular work day, when requested by special education teacher and approved by special education administrator.
2. Participate in district-wide professional development including Crisis Prevention and Intervention (CPI) training when required for position.

- Supervise special education students in lunchroom and during recess as assigned.

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**POSITION QUALIFICATIONS** (Specific training or job experience required before appointment):

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- High School Diploma required - prefer candidate with AA degree. Additional post-secondary training relevant to children/adolescents/young adults preferred.
- Flexibility within the work environment. Able to work with small and large groups, one-to-one, and in multiple school settings.
- Strong communication skills with students and adults.
- Skilled in use of various computer programs (word processing, Powerpoint, excel) and with technology used by students (iPads, smartphones).
- Strong language, math and reading skills.
- Willingness to accept direction from supervising teacher(s) and administrators.
- Ability to cope with change and with the mental and emotional stress of the position.
- Ability to move quickly from sitting to standing position and to follow students at a fast pace, when needed.
- Ability to obtain PCA certification from the Department of Human Services.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			<b>X</b>	
Walk			<b>X</b>	
Sit			<b>X</b>	
Use hands dexterously (use fingers to handle, feel)				<b>X</b>
Reach with hands and arms			<b>X</b>	
Climb or balance		<b>X</b>		
Stoop/kneel/crouch or crawl			<b>X</b>	
Talk or hear				<b>X</b>
Taste or smell			<b>X</b>	
Physical (lift and carry):				
Up to 10 pounds			<b>X</b>	
Up to 25 pounds			<b>X</b>	
Up to 50 pounds		<b>X</b>		
Up to 75 pounds		<b>X</b>		
Up to 100 pounds		<b>X</b>		
More than 100 pounds		<b>X</b>		

**DATE:**        **October 12, 2006**  
**REVISED:**   **September 3, 2013**  
**REVISED:**   **July 28, 2015**