

Richfield Public Schools

Position Title: Special Education Paraprofessional
Department / Unit: Building / Department / Program as Assigned
Accountable To: Principal, Department Head or other Certified Staff Member
Date of Latest Revision: July 1, 2014

I. PURPOSE OF THE POSITION

To assist certified staff in the delivery of the assigned department's supplementary Special Education programs for students who receive more direct support and individualized and/or small group attention. To provide personal care to students with special needs according to established IEP's, policies and protocols by observing and generally monitoring student behaviors and interactions inside and outside the assigned building / site during scheduled work hours. To reinforce positive behaviors and correct behaviors as appropriate in a manner consistent with building and District policies to help ensure a safe environment for students, staff and visitors.

II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Develops and sustains a close working relationship with the assigned department's certified staff to ensure a clear understanding of the Special Education Paraprofessional's direct work with students in the areas of general support to the instructional setting, assessments, objectives, instruction, behavioral management, working with parents, individualized planning and personal care.
- D. Confers regularly with the appropriate certified staff on program plans, implementation and strategies that will support and reinforce the instructional and experiential plans established by the certified staff and enhance the chances for the best possible student learning and success environment.
- E. Participates in the development of individualized educational plans (IEP's) for students as appropriate.
- F. Ensures the confidential treatment and security of all student information as designated in District policies.
- G. Works with students individually or in groups in a mainstream setting or in an area more suitable to the students' learning style and comfort levels.
- H. Makes daily accommodations and modifications for individuals or groups as approved by the supervising certified staff member.
- I. Helps monitor student progress and offers observations and suggestions based on student / staff interactions during the course of day-to-day program activities.
- J. Administers specific assessments as directed and report results and observations to the supervising certified staff member.
- K. Maintains daily lesson plans / instructional logs and all other student records as assigned in a timely, complete, accurate manner that ensures the security and confidentiality of all such information and its release only to authorized persons.

- L. Monitors student behavior when working one-to-one or in small groups and intervenes to keep students on task so they can complete their classroom assignments.
- M. Participates in activities designed to increase involvement of parents or guardians and may communicate with parents or guardians as directed by the supervising certified staff.
- N. Participates in required in-service activities and training to improve knowledge, skills, and the ability to work effectively with all students, including an emphasis on special needs and high needs students.
- O. Meets and greets students during arrivals, departures and between-class activities, providing physical assistance to special needs students, staying alert to circumstances and conditions that may create some safety hazard or risk, helping to minimize any hazard or risk, and calling for staff assistance to deal with the more serious hazards or risks.
- P. Actively interacts with and develops good relationships with students and staff in a positive manner that helps clearly communicate expectations of the students and therefore helps dampen and redirect inappropriate behaviors.
- Q. Reports all accident or injury incidents consistent with established procedures and follows the site's first aid protocols accordingly.
- R. Provides personal care to special needs students including but not limited to lifting, moving, toileting, feeding and other assistance as required, following all established District protocols when providing such assistance.
- S. Implements student Health Care Plans.
- T. Observes and documents student behaviors, assisting in the implementation of behavior modification plans as referred to in an IEP or as directed.
- U. Completes documentation for Third Party Billing for students as required.
- V. Performs other Special Education job related responsibilities as assigned by the Principal or certified staff member.

III. QUALIFICATIONS

A. Minimum Education and Experience

1. Two years of study at an institution of higher education; Minnesota's standard: A transcript showing a minimum of 60 semester credits or the amount required to complete two years of full time enrollment as determined by the institution attended; February 15, 2005, OR
An Associate's (or higher) degree; Minnesota's standard: An AA, AS, AAS (or higher) degree; OR
Demonstrate competency on a MN approved assessment, ParaPro, which measures math and reading skills. The cut score for ParaPro is 460.