

# Job Description Form

## Job Title

Education Support Professional

## Date

Created/updated on: 10/7/2020

## Department/Business Unit

## Supervisor

Building Principals or Special Education Director

## Purpose of Job (how it contributes to department's objectives)

Under the direction of a building administrator and guidance of licensed staff, the education support professional represents a broad grouping of positions providing instructional, behavioral, and social support and assistance to children in various programs.

## Responsibilities

1. Uses instructional materials, equipment, or strategies, as directed by the teacher to accomplish instructional objectives and student needs.
2. Employee is responsible to know and adhere to all district policies.
3. Supervises students in various locations including, but not limited to, playgrounds, hallways, cafeterias, and classrooms as assigned. This may include outside supervisory duties.
4. Provides before-school and after-school supervisory duties, including outside duties, as assigned.
5. Supervision of students on special transportation as assigned.
6. Maintain the confidentiality of the day to day operations of the school especially pertaining to student and staff information.

## Job Qualifications (list the minimum education, formal training, skills and experience required)

1. High School Diploma/GED.
2. Having a 2 - 4-year degree/or a passing score on the Para Pro test.

## Additional Information

### ASSURANCE OF MASTERY

- Supports the building's various curricular and co-curricular programs by independently and cooperatively providing guided support under the guidance of licensed staff.
- May assist with providing small group settings for testing and classroom support.

### ADSIS

- Supports the ADSIS program by providing guided academic support under the guidance of licensed staff during tiered interventions as assigned.
- Follow prescribed reading interventions and support under the direction of the licensed reading specialist and/or ADSIS coordinator.
- Records and maintains accurate progress monitoring records.

### PRESCHOOL

- Assists in implementing a developmentally appropriate plan for a group of children ages three to five and providing quality early childhood experiences.

- Works in the classroom under the direction of a licensed teacher and duties often include working with students in small groups, enforcing classroom expectations, preparing materials or equipment for lessons and helping to supervise students.
- Assists students with daily living skills which includes, but not limited to dressing, undressing, toileting, eating, and overall hygiene.

### **SPECIAL EDUCATION**

- Assists students with daily living skills which includes, but not limited to dressing, undressing, toileting, eating, and overall hygiene.
- May be required to escort students throughout the school, which may include outdoor locations.
- Assist the student to develop independence in problem-solving, making choices and task completion by allowing the child to function with as little intervention as possible.
- Communicate with classroom and special education teachers regarding student needs.
- Organize classroom supplies under the direction of a licensed teacher.
- Must be able to lift/transfer a minimum of 50 pounds.
- Records and maintains daily progress monitoring records.
- Provide support for students in crisis and appropriately apply de-escalation strategies.

### **TITLE I**

- Supports the Title I program by providing guided academic support under the guidance of a licensed staff during tiered interventions times as assigned.
- Supports the Title I program by providing guided academic support under the guidance of a licensed staff within the classroom environment as assigned.
- Records and maintains accurate progress monitoring records.

**This job description is not intended to be all-inclusive, and the organization reserves the right to revise or change job duties as the need arises.**