

Educational Support Professional (ESP) (Paraprofessional) Job Duties by Building

Central Education Center (CEC) – Early Childhood Special Education (Preschool)

Location: Central Education Center (3–5 year old preschoolers), 301 2nd St SW, Stewartville, MN 55976

Usual Hours: 8:00 AM – 2:45 PM

- Morning class: 8:30–11:00 AM
- Afternoon class: 12:00–2:30 PM
- 30-minute lunch break (may leave campus)
- No winter recess duty
- May include student lunch supervision

General Duties (CEC):

- Prepare, organize, and clean instructional materials before and after sessions
- Support students in accessing preschool routines and classroom activities
- Assist students in both special education and general education preschool settings
- Provide supervision and support during transitions, lunch, and recess as needed

Early Childhood Special Education ESP Duties:

- Support students in remaining engaged and regulated within classroom routines
- Assist with personal care needs, including toileting, diapering, and tube feeding following training provided by the district nurse
- Implement behavior support and crisis intervention plans, which may include physical intervention following required training from the behavior analyst
- Provide close supervision for students who may elope from instructional areas
- Support student participation during lunch, recess, and community-based early learning activities

Elementary – Bonner Elementary & Bear Cave Intermediate (BCI)

Locations:

- Bonner Elementary (K–2): 526 5th Ave SE, Stewartville, MN 55976
- Bear Cave Intermediate (3–5): 1021 10th Street NW, Stewartville, MN 55976

Usual Hours: 7:45 AM – 3:00 PM

- 30-minute lunch break (may leave campus)

Elementary Special Education ESP Duties:

- Support students in accessing instruction in general education classrooms
- Assist with personal care needs, including toileting, diapering, and tube feeding following

- district nurse training
 - Implement behavior support and crisis intervention plans, which may include physical intervention following required training from the behavior analyst
 - Supervise and support students during transitions, including hallway movement and classroom changes
 - Provide supervision during lunch and recess, including support for social interaction and behavior expectations
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Middle School / High School Special Education ESP

Location: Stewartville Middle School / High School, 440 6th Ave SW, Stewartville, MN 55976

Usual Hours: 7:30 AM – 3:15 PM

- 30-minute lunch break (may leave campus)

Secondary Special Education ESP Duties:

- Support students with Learning Disabilities, Autism Spectrum Disorders, and Emotional/Behavioral Disabilities in general education classrooms by assisting with organization, note-taking, test accommodations, task completion, and transitions between activities
- Support students with Developmental Cognitive Disabilities in functional academic, vocational, and life skills instruction
- Assist with personal care needs, including toileting and transfers, as needed
- Support instruction in functional academics, life skills (e.g., cooking, money, calendar use), and vocational tasks (e.g., cleaning, job routines, school-based work skills)
- Support participation in elective and general education classes such as PE, band, and health
- Assist with social skills instruction through structured and unstructured school settings
- Supervise and support students during community-based instruction, work programs, and field trips, including reinforcing safety skills (e.g., crossing streets, bus transportation, community behavior expectations)
- Provide behavior support aligned with district plans and training

Additional Note:

Stewartville Public Schools does not assign one paraprofessional to a single student for the entire day. Paraprofessionals are assigned flexibly to support multiple students with varying levels of need throughout the school day based on student programming and building needs.