



# MINOOKA

## COMMUNITY HIGH SCHOOL

*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

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### *Special Education Program Assistant*

#### **Job Summary**

Assist students at the direction of the teacher/case manager to help students to achieve the highest level of independence within the academic and social setting as possible.

#### **Job Responsibilities:**

- May assist students on and off the bus at the beginning and end of each day
- Accompany student to lunch, help with toileting when necessary
- Maintain documentation logs of activities/behaviors of student as directed by the case manager
- Implement teacher designed review/reinforcement activities
- Assist all students in classroom during centers, small groups, etc
- Support use of technology, devices, and adaptive equipment/materials
- Assist in preparation of materials
- Complete data collection and progress monitoring
- Complete CPI training if needed
- Implement individual behavior plans as directed by teacher/case manager
- Attends IEP meetings when needed
- Provides feedback to improve student learning and environment
- Other duties as assigned by the Director of Special Services

#### **Job Skills/Requirements**

- High School diploma and Highly qualified para pro status
- Maintain student confidentiality
- Team player, flexible
- Demonstrate the ability to understand the responsibilities and implications of the public nature of the job, as well as the significance they hold for the school district
- May have some physical demands depending on specific student needs
- Professionalism expected
- Under the direction of case manager as well as the Director of Special Services
- 176 day employee, salary determined by the board of education and contract language