

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**Title: Special Education Assistant (Paraprofessional) (E)**

FLSA: Non-exempt

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### GENERAL SUMMARY

Under occasional supervision, assists in ensuring that the district **Vision, Mission and Goals** are achieved and assists students with special needs in reaching their physical, mental, academic and social development potential; assists teachers in instructing and directing the activities of students to provide a well-organized, smoothly functioning classroom environment; and assists school administrators and staff with various administrative and clerical functions as requested. Position reports to the assigned classroom teachers and school principal.

### ESSENTIAL FUNCTIONS

Works under the direct supervision of a Highly Qualified teacher(s) to implement the instructional activities planned by the Highly Qualified teacher(s);

Works in close and frequent physical proximity to the supervising teacher(s) and meet frequently with supervising teacher(s) to receive direction in implementing lesson plans;

Assists students with exercises and class activities; concentrates efforts with small groups of students and individuals as necessary;

Compiles, prepares and organizes materials and classroom for instruction and classroom activities;

Assists in cleaning and storing of materials after completion of activities;

Reinforces all knowledge and skills taught by the classroom teacher, speech therapists and physical therapists; assists teacher and academic instruction and the instruction of daily living routines, skills and concepts;

May assist with physical health programs, including exercising, stretching and walking for physical therapy; adjusts special equipment / adaptive equipment for student use as needed; monitors and inspects students' prostheses, casts, braces, etc., for proper functioning;

Performs tasks and errands for students as necessary; provides basic locomotion, first aid, feeding, hygiene, toileting, removing/putting on outerwear, etc.;

Assists with behavior and discipline concerns as outlined in each student's IEP or behavior plan; observes students' behavior and notifies teacher and/or school nurse of behavioral changes as appropriate; redirects behavior if possible;

Works with individual students to help them adjust behaviorally and academically into partial or full mainstream classroom and social situations;

Assists teacher by recording daily attendance, grading assignments, recording and/or analyzing test scores/grades, substituting as needed, setting up special projects, escorting children to other areas of the school, monitoring student behavior, and running errands as requested;

Collects and receipts monies for monthly activity fees, school fees, school pictures, field trips, meal fees, etc.;

Supervises and assists students when unloading and loading buses, in the halls, on field trips, during testing, during lunch and on school grounds;

Coordinates and/or participates in special programs or projects as assigned;

Maintains a clean and orderly classroom;

Attends staff meetings as required; participates in-service training programs;

Keeps abreast of developments in special education curriculum and grade-appropriate curriculum and instruction;

Operates wheelchairs and a variety of office and specialized equipment; and

Performs other related duties as required.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Job requires an Associate degree or higher from an accredited college or a minimum of 60 credit hours from an accredited college. In lieu of college hours, high school graduate or GED with minimum test score of 456 on the ETS Paraprofessional Assessment Test.

### **Knowledge:**

Job requires knowledge of grammar, spelling, and punctuation; working knowledge of departmental policies, procedures, and operations; general knowledge of modern office equipment such as copiers and computers; and knowledge of child growth and development.

### **Skills/Effort:**

Job requires good rapport with children; good written and verbal communication, organization, basic mathematical, and telephone skills; ability to interact with co-workers, students and school staff in a courteous and professional manner; ability to provide assistance to teachers in a classroom setting; ability to follow directions of supervising teachers; and demonstrates initiative and follow-through of assignments during unsupervised times during the day.

### **Working Conditions:**

Working condition is in a classroom environment and in any other school or community settings as needed. Physical demands include lifting/moving/ up to 35 lbs. and daily care of students as needed. Job requires working directly with students with hands-on contact the majority of the time. The direct supervision of students to ensure their safety at all times is a top priority. Berkeley County School District is a smoke free district.

### **Responsibility:**

No budgetary or supervisory responsibility

Maintain the confidentiality of students and their families at all times

Pertinent information is to be conveyed to parents or other parties only at the request of the supervising teacher or administrative staff

## **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

### **SIGNATURES / APPROVAL:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_