

Custer School District

JOB DESCRIPTION

TITLE: Special Education Paraprofessional

QUALIFICATIONS: Two years college, Associates Degree, or Passing Paraprofessional Exam

REPORTS TO: Teacher, Building Principal, Special Education Director

JOB GOAL: Provides assistance necessary to meet the personal, behavioral and academic needs of special education students

PERFORMANCE RESPONSIBILITIES:

- Assists the special education and/or classroom teacher in providing instruction and assistance to students with special needs consistent with the provisions of their IEP's.
 - Under the direction of a special education and/or classroom teacher, prepares for daily instruction, modifies curriculum and instructional materials, and assumes responsibility for providing small group (or 1:1) instruction.
- Assists with the implementation of behavior management goals, as directed by the special ed. and/or classroom teacher, for special needs students who are on behavior management plans.
- Assists special needs students with grooming, hygiene, life skills, feeding / g-tube feeding, community accessibility, and other appropriate areas as determined by the students' IEP's and personal care plans.
- Assist special needs students with toileting and/or diapering
- Assists with the implementation of occupational or physical therapy goals for special needs students on therapy plans, as directed by the special education and/or classroom teacher.
- Uses positive verbal and non-verbal communication and interaction skills when working with students with special needs, their parents, and all district personnel.
- Maintains confidentiality in all public settings with respect to information regarding students, their IEP's, and their parents/guardians; and chooses appropriate times and places to discuss with professional staff members.
- Supports the special education and/or classroom teacher in the performance of routine tasks such as: copying, constructing activities, bulletin boards, filing, scoring papers and entering grades, organizing instructional materials, progress monitoring, composing study guides, note taking, maintaining storage areas, performing observations, etc.
- Attend IEP and placement meetings and assists with special education paperwork as requested.
- Supports the operation of the school building by supervising other classes as requested, answering the phone in the office when needed, providing recess or bus duty when requested, monitoring the lunchroom if needed, etc.
- May be asked to assume, on a short-term basis, classroom instructional duties in the absence of the teacher.
- Intervenes with students, at the direction of a supervisor, in a crisis or emergency situation.
- Provide guidance and direction to substitute teachers.
- Participates in staff development activities, as requested, including an annual para-training day at the start of the school year.
- Must be able to perform essential functions of the position.
- Performs other duties as assigned.

TERM OF EMPLOYMENT: As per the CIA Negotiated Agreement.

EVALUATION: Performance of this job will be evaluated by the Director of Special Education Services/Building Principal, supervising teacher and classroom teacher.

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JOB QUALIFICATIONS:

- Minimum of a high school diploma, with 2 years of college (or equivalent work experience) preferred or passing the Paraprofessional Exam.
- Ability to deal with the educational, physical, emotional, and medical needs of children with disabilities.
- Ability to communicate effectively with students and adults.
- Ability to perform core concepts (math, sciences, reading, English, etc.) at various levels.
- Ability to work effectively with a variety of people.
- Ability to work independently, take initiative and commitment to task.
- Ability to maintain timelines, and to complete work on schedule.
- Have willingness to assume any responsibilities appropriate for the position.
- Set a good example in terms of dress, punctuality, and must have regular attendance.

OTHER FACTORS:

➤ **Equipment Required to be Used**

- Computer skills (word processing, Excel) essential.
- Copiers
- Some special adaptive equipment may be required.

➤ **Physical Demands:**

- Lower body strength sufficient to kneel, stand, and walk at a fast pace throughout the workday.
- Wrist and arm strength necessary to carry out day-to-day duties.
- Ability to perform duties in various conditions, including temperature and noise levels.
- Upper body strength sufficient to lift 25 pounds and carry it more than 50 feet independently.

➤ **Environmental Demands:**

- Limited exposure to weather extremes
- Occasional exposure to loud noises
- Occasional exposure to non-toxic fumes associated with glue, paints, or other office procedures.
- Possible exposure to blood or airborne pathogens or other infectious materials, based upon the tasks and procedures required.

**The special education department reserves the right to change para placements at any time to accommodate the changing needs in the district.*