

SPECIAL EDUCATION PARAPROFESSIONAL**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. High School Diploma.
2. Demonstrated interest in children and education.
3. Evidence of emotional maturity and stability necessary for the specialized work involved.
4. Demonstrated aptitude for the work to be performed.
5. Must be able to lift physically impaired students as needed.
6. Able to work and communicate with staff, students and the public.
7. Patient, yet firm.
8. Previous experience preferred, but not mandatory.
9. Applicant must have 32 college credits OR ETS Para Assessment Test with a passing score of 460 or higher.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Special Education Teacher

Supervises: N/A

Job Goals:

To work with individual students on a one on one basis or in small group settings within the general education classroom to help the teacher provide a well-organized, smooth-functioning class environment in which a student can take full advantage of the instructional program and available resource material.

Essential Duties and Responsibilities:

1. Prepares classroom activities for the assigned student under the supervision of a certified teacher.
2. Administers, scores and records such achievement and diagnostic tests as a teacher recommends for individual students.
3. Works individually or with small groups of students to reinforce materials initially introduced by the teacher. For example:
 - a. Assists in drill work.
 - b. Assists with adapted curriculum
 - c. Assists small groups of students in library, computer lab, etc.
4. Assists individual students in need of special attention.
5. Assists in data collection of student's progress.
6. Guides independent study, enrichment work, and remedial work set up by the teacher.
7. Assists teacher with non-instructional classroom duties, such as snack, toilet, and clothing routines.
8. Helps adapt curriculum and supplementary materials for use in the classroom.

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9. Monitors work, corrects papers, and supervises testing and makeup work as assigned by the teacher.
10. Assists with the supervision of students during lunch periods, play periods and on field trips.
11. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular Special Education Teacher.
12. Keeps bulletin boards and other classroom learning displays up-to-date.
13. Maintains a safe working environment, and encourages colleagues to be safety-minded in the performance of all school-related duties.
14. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully-certified teachers.
15. Has regular and predictable attendance.

Other Duties and Responsibilities:

Performs all other duties as assigned.

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position will have variable hours per day during the scheduled summer school session. Salary to be determined by the Summer School Salary Schedule.

Evaluation:

N/A

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear; have sufficient hand, arm and finger dexterity; reach with hands and arms; sit; stand; walk and stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and or move up to 25 pounds, and may on occasion, be required to lift heavier weights with assistance.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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The noise level in the work environment is usually moderate. The employee may occasionally be exposed to outdoor weather conditions.

Signature:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date: _____

Print Name: _____

Reviewed: _____ Revised: 03/11
04/13
12/16

NOTES:

All certificated and non-certificated employees and other individual are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

A copy of this job description will be placed in the employee's personnel file.