

**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 or equivalent.
2. Applicant must have 32 college credits OR ETS Para Assessment Test with a passing score of 460 or higher.
3. CNA qualification is preferred.
4. Demonstrated interest in children and education.
5. Evidence of emotional maturity and stability necessary for the specialized work involved.
6. Demonstrated aptitude for the work to be performed.
7. Must be able to lift physically impaired students as needed.
8. Must be able to complete data collection on student goals and complete Medicaid note taking and billing processes as directed.
9. Previous experience preferred, but not mandatory.
10. Pass a criminal history background check.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Special Education Director or Designee

**Supervises:** N/A

**Job Goals:**

To work with students on a one-on-one basis or in small group settings within the general or special education classroom to help the teacher/case manager provide a well-organized, smoothly 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(s) 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.
4. Assists with the implementation of (but not limited to): Individual Education Program (IEP) goals, creation of adapted curriculum and supplementary materials, data collection, classroom management.
5. Assists individual students in need of special attention.
6. Guides independent study, enrichment work, and adapted/accommodated coursework as set up by the teacher.
7. Assists teacher with non-instructional classroom duties, such as snack, toileting, and clothing routines.

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8. Monitors work, corrects papers, and supervises testing and makeup work as assigned by the teacher.
9. Strives to improve and maintain job skills through in-service training programs and other means.
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. Maintains a safe working environment and encourages colleagues to be safety-minded in the performance of all school-related duties.
13. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers in accordance with the Idaho code of educator ethics.
14. 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 be up to 7 hours per day; up to 176 days per year. Work hours to be established by the Building Administrator. Salary placement to be determined by the Paraprofessional & Aide Salary Schedule, as adopted by the Board of Trustees. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.

**Evaluation:**

Performance of this position will be evaluated annually by the Special Education Teacher in accordance with the Board's policy on the evaluation of classified personnel.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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

Reviewed: \_\_\_\_\_

Revised: 09/15

04/07

12/11

05/15

02/07

12/16

07/17

**NOTES:**

*All certificated and non-certificated employees and other individuals 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