

Branch ISD

Job Description



Job title: Para-Professional for Resource Room Elementary

Work Location: Varies

Classification: Para Professional

Reports to: Special Education Supervisor

☒ **Full Time**

☐ **Substitute**

☐ **Exempt**

Schedule:

☐ **Part Time**

☐ **Temporary**

☒ **Nonexempt**

M-F, Hours Vary

Requirements:

1. Education and/or certification:
 - a. high school graduate
 - b. demonstration of a minimum of high school skills with emphasis on higher academic skills such as Algebra II, Physics, and Chemistry
2. Experience:
 - a. previous experience working with elementary or high school-aged students
 - b. experience with students having academic and cognitive deficiencies and/or emotional or behavioral disturbances

Essential Functions:

1. Mental Tasks:
 - a. Ability to understand written and oral instructions.
 - b. Ability to demonstrate appropriate verbal and written communication.
2. Physical Tasks:
 - a. Ability to climb stairs, climb in and out of vehicles, bend, stoop, squat, kneel, and assist students with basic life functions.
 - b. Ability to lift and move objects of at least 30 lbs. at least 10 feet.
 - c. Ability to do a two-person lift on students 75 lbs. or more.
 - d. Ability to utilize CPI (Crisis Prevention Intervention) training techniques in emergency situations. This may include utilizing physical restraint to violent, acting-out students.
3. Equipment: Utilize office and classroom equipment and educational technology.

Policy Requirements:

1. Adhere to applicable Master Agreement, district and/or building policies and procedures including the staff handbook, but not limited to:
 - a. attendance
 - b. business procedures
 - c. student discipline
 - d. safety (tornado, fire, lock-down, abuse/neglect procedures, etc.)
 - e. obtaining parental permission
 - f. personal appearance
 - g. emergency, accident or illness
2. Attend all required meetings and submit required reports on time.
3. Follow administrative directives, verbal and/or written.
4. Safely supervise students during contact hours.
5. Maintain confidentiality.
6. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
7. Demonstrate acceptable ethical standards of the profession.

Job Performance:

1. Communication and interpersonal relationship skills expected:
 - a. Communicate clearly and accurately when writing/speaking.
 - b. Communicate concerns, thoughts, and/or ideas to appropriate:
 - i. Teacher
 - ii. Administrator
 - iii. External personnel
 - iv. Other appropriate individuals as necessary
 - c. Maintain an environment that is conducive to student learning and collegial with coworkers.
 - d. Assist other personnel as needed
2. Management and organizational skills expected:
 - a. Effectively organize work tasks/duties and prioritize appropriately.

- b. Complete assignments and work tasks accurately, on time, and without constant supervision.
- 3. Application of job knowledge expected:
 - a. Demonstrate logical problem-solving skills.
 - b. Demonstrate skill in assisting students and staff to meet objectives and in utilizing educational equipment, materials, and resources.
 - c. Provide positive reinforcement to students.
 - d. Maintain an environment that facilitates learning and safeguards mental, emotional and physical health.
 - e. Utilize a variety of educational materials and techniques to meet the individual needs of students.
 - f. Stay current in the academic field regarding best practice and compliance concerns through district-provided professional learning.
 - g. Meet specific performance objectives developed jointly with immediate supervisor.
 - h. Demonstrate ability to use technology to perform basic work responsibilities such as data collection, data analysis, electronic communications, etc.

Duties:

1. Demonstrate skills in the basic academic areas of reading, spelling, and math in order to be able to instruct students in these areas.
2. Demonstrate skills in assisting the teacher in maintaining classroom management and discipline.
3. Demonstrate skills in various clerical duties; i.e., copying, grading assignments, prepping for classroom instructional materials, and classroom bulletin boards.
4. Demonstrate skills of appropriate communication techniques with students who have behavioral or emotional difficulties.
5. Demonstrate capabilities in presenting lessons to individuals or small groups.
6. Be able to function independently for short periods of time and follow through on lesson plans or teacher directives with assigned students.
7. Assist with the implementation of students' individualized health care plans.
8. Maintain calmness and control under difficult and stressful, emergency situations.
9. Assist in recordkeeping and data collection.
10. Assist the teacher in developing realistic goals for students
11. Assist the teacher in planning activities to develop individual student performance objectives.
12. Assist in caring for the necessities of each student; i.e., self-care, adaptive, cognitive, medical, social, emotional.
13. Utilize a variety of materials and equipment to enhance each student's learning experience.
14. Be flexible and able to perform other duties as assigned by supervisor for transportation, lunch, sanitation, and safety.
15. Working Conditions - contact with students, employers, parents, and public; work independent of direct supervision; and be responsible for small groups of students.
16. Assist with the implementation of students' individualized health care plans.
17. Assist with the implementation of Behavior Intervention Plans.
18. Use crisis prevention intervention strategies appropriately when involved in crisis situation.
19. Performs other duties as assigned.
20. To avoid disruption to school district operation and required student services, the employee must be able to work additional/supplemental days beyond the signed contract if needed.

Employee Name:	Employee Signature:	Date:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is not to be construed as an exhaustive list of all requirements and job duties and does not constitute a contract for employment. This job description is subject to change at any time.

Date Created: February 2023	Revisions:
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