

**CAROLINE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION**

**Job Description: Special Education Instructional Assistant/Paraprofessional**

<b>JOB TITLE:</b> Special Education Instructional Assistant	<b>LOCATION:</b> TBD
<b>IMMEDIATE SUPERVISOR:</b> Principal	<b>WORK SCHEDULE:</b> 10 month <b>NUMBER OF DAYS:</b> 184 <b>PAY GRADE:</b> 205 or 206 (Bachelor's)
<b>SPECIAL REQUIREMENTS:</b> None	<b>FLSA STATUS:</b> Non-exempt
<b>EDUCATION/EXPERIENCE:</b> <ul style="list-style-type: none"><li>• High School Diploma, GED or equivalent</li><li>• Ability to work cooperatively with parents, students, teachers and all stakeholders</li><li>• Meet VDOE Highly Qualified status by one of the following: 60 credit hours from college/university; Associate's degree or higher; or passing score on the Praxis ParaPro test. (Candidates may be hired if they take and pass the Parapro test within 30 days of hire).</li></ul>	

**JOB GOAL:** The Special Education Instructional Assistant works alongside, supports, and expands the programmatic and administrative duties of teachers and other professional practitioners

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to accomplish each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

- Assist in implementing the instructional program
- Assist in the preparation/production of instructional and/or programmed materials
- Assist with crisis problems and behavior management
- Assist in maintaining a safe, nurturing, and healthy atmosphere, which may include assisting students with social skill development, personal hygiene, toiletry needs/toilet training
- Reinforce learning and work with small groups of children or individuals in various subject areas
- Assist with scoring tests and papers and maintain appropriate records
- Assist with crisis problems and behavior management
- Uses special skills (i.e., sign language, transliterating, advanced computer training) to assist in two-way communication between the teacher and the student as necessary

Knowledge/Skills/Abilities:

- Multi-task
- Programs in a public school environment and the unique needs of students
- Flexibility/adaptability

- Work cooperatively with students, teachers, and parents
- Utilize appropriate judgment in deciding when to contact a licensed professional for assistance
- Follow procedures as outlined by school board policy, the school principal, or designee
- Maintain Confidentiality at all times

**PHYSICAL DEMANDS:** *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.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on equipment or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.