

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Special Education Classroom Paraprofessional
Pay Schedule: CASE-Paraprofessional Pay Scale
FLSA Status: Non-Exempt
Reports to: School Administrator and Classroom Teacher

JOB SUMMARY

Provides support to special education and general education teachers in schools supported by Title 1 federal funds. Assists in creating an atmosphere where all students can learn.

ESSENTIAL JOB FUNCTIONS

- Assists teacher in providing appropriate learning experiences including Individual Education Plan (IEP) goals and objectives for students by working with individual students or small groups to reinforce the work taught by the teacher.
- Assists teacher in providing an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Assists the teacher with preparation and gathering of instructional materials needed each day.
- Assists teacher in maintaining appropriate, accurate, and confidential student records in compliance with various federal, state, and local regulations.
- Assists in supervising students in a variety of school-related settings.
- Assists the teacher with self-care of students with disabilities. This may include duties associated with toileting, personal hygiene, lifting and positioning of students.
- Assists the teachers with inventorying instructional materials, equipment, and books.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent
- One of the following is **required**:
 - Completed at least two years of postsecondary study; **or**
 - Obtained Associate's Degree (or higher) degree; **or**
 - Passed the MSDE approved assessment (ParaPro)

- Experience working with adolescent age students with various disabilities and knowledge of behavior management preferred.
- Training in crisis intervention is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Able to communicate orally and in writing
- Working knowledge of Microsoft Word
- Ability to utilize interpersonal communication skills
- Outstanding human relation skills
- Ability to prepare and maintain accurate reports and records
- Ability to operate a computer for data entry purposes
- Self-directed, self-motivated, organized and sensitive to timelines and due dates
- Ability to regularly lift students (50-100 pounds) for personal care needs and educational purposes

PHYSICAL DEMANDS

Heavy work: Exerting exceptionally strong but not constant physical effort to perform very heavy work typically involving some combination of balance, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds frequently and 100 pounds or over occasionally with assistance, visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive and discriminate color, perceive odors and require oral communications

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

BENEFITS

This position is eligible for the following:

- Leave – Sick and Personal (all employees); Vacation (12-month employees),
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Overtime eligible in excess of 40 hours
- Educational Add-On
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary – \$26,262.60- \$42,242.90

Carroll County Public Schools has the right to revise this position description at any time and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons with regard to its employment practices and in the provision of services, programs, and activities.

CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity or gender expression. CCPS provides non-discriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Ernesto Diaz
Director of Human Resources
125 North Court Street
Westminster, Maryland 21157
(410) 751-3078

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