

College Community School District

Position Title: Special Education Paraprofessional

Reports To: Primary: Building Principal
Secondary: Instructional Staff

Job Goal:

The Special Education Paraprofessional, plays a vital role in supporting the educational, health, and behavioral needs of students with diverse learning abilities. Working under the direction of special education teachers and other professionals, the Special Education Paraprofessional will assist in creating an inclusive and supportive learning environment where all students can thrive. This position requires patience, empathy, and a dedication to helping students reach their full potential.

Qualifications:

- High school diploma or equivalent required; associate's degree or higher preferred; relevant experience will be considered in lieu of degree
- Possess/obtain Med Certification, First Aid skills, and/or any in-service training specific to assignment.
- Experience working with individuals with disabilities, preferably in an educational setting.
- Strong communication and interpersonal skills, with the ability to build positive relationships with students, colleagues, and families.
- Patience, empathy, and a genuine passion for supporting the needs of students with diverse learning abilities.
- Ability to follow directions, work independently, and maintain confidentiality.
- Knowledge of special education laws, regulations, and best practices desired.
- Willingness to undergo background checks and training as required by state regulations.

Responsibilities:

- **Support Classroom Instruction:** Assist teachers in implementing lesson plans and adapting instructional materials to meet the individual needs of students with disabilities.
- **Provide Individualized Assistance:** Work one-on-one or in small groups with students to reinforce learning concepts, provide clarification, and offer encouragement as needed.
- **Assist with Personal Care:** Provide assistance with activities of daily living, including toileting, feeding, and mobility, for students with physical disabilities or medical needs.
- **Implement Behavior Support Strategies:** Collaborate with teachers to implement behavior intervention plans and strategies to address challenging behaviors and promote positive social interactions.
- **Monitor Student Progress:** Keep detailed records of student progress, behavior, and accomplishments to track growth and communicate with teachers, therapists, and parents/guardians.

- **Promote Inclusion:** Foster a welcoming and inclusive classroom environment where all students feel valued, respected, and supported in their learning journey.
- **Support Classroom Management:** Assist with maintaining order and regulation in the classroom by implementing established routines and reinforcing expectations for behavior.
- **Provide Emotional Support:** Offer emotional support and encouragement to students facing academic challenges or emotional difficulties, and serve as a trusted adult they can confide in.
- **Assist with Specialized Equipment:** Provide assistance with the use of specialized equipment and assistive technology to support students' access to the curriculum.
- **Collaborate with Team Members:** Work collaboratively with teachers, therapists, administrators, and other staff members to ensure the needs of students with disabilities are met effectively.
- The above list of duties is not all-inclusive.

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, stand, speak, hear, see, and walk to carry out routine duties.
- Must be able to bend arms, torso, and neck. Must be able to occasionally lift, move, or push items of 50 lbs such as assisting children or moving/rearranging furniture.
- Stamina and physical agility to support students with mobility needs and participate in physical activities as needed.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to supervise students in all types of weather, meet multiple demands from several people, and interact with the public and other staff.

Work Environment: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Noise level is quiet to loud.
- Work primarily takes place in a school or educational setting, with some activities occurring outdoors or in other community locations. Tobacco and alcohol-free environment.
- Fast-paced atmosphere with constant contact with students, staff, or the public. May include evenings. Direct responsibility for the safety, well-being, and work output of students.
- May involve exposure to challenging behaviors, including verbal and physical aggression, as well as potential bodily fluids in the course of providing care and support to students.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of

Employment:

10 Month Employee
Hourly/Non-Exempt Employee
At-Will Employment Status

Salary Grade: 1 (hired prior to July 1, 2006)

Salary Grade: 1A (hired after July 1, 2006)

Date of Revision:

12/3/98
10/10/07
6/3/2022
4/4/2024
01/14/2026

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources 401 76th Ave SW, Cedar Rapids, IA 52404
Contact phone: 319-848-5246