

Rosemount-Apple Valley-Eagan School District 196
Job Description

Title: Special Education Paraprofessional
Department: Special Education
Reports to: Building Principal/Special Education Coordinator
Classification: RAVE Group 5
Exempt Status: Non-Exempt

Job Summary:

Assist teachers with implementing learning experiences that advance the intellectual, emotional, social and physical development of special education students within a safe, healthy learning environment.

Duties and Responsibilities

- Under the guidance of licensed staff, provide instruction aligned with individual student goals and needs
- Under the guidance of licensed staff, adapt instructional materials, equipment, or strategies based on individual student need
- Implement data collection procedures
- Assist licensed staff in the implementation of classroom management and behavioral support strategies, which may include de-escalation and physical restraints
- Support students with managing the school environment, including supervision of students during arrival and dismissal, as well as between classes, lunch, and other school related activities and events
- Help to maintain safety for the student and the environment.
- Collaborate with licensed staff, paraprofessional colleagues, other school/district staff to meet the needs of the students and workplace
- Assist with communication among staff, students, and families as appropriate.
- Support the teacher and nurse in collecting, documenting, and maintaining student records and data.
- Implement individualized behavior support and health care plans.
- Assist with crisis intervention, behavior management, and disciplinary procedures in accordance with established policies.
- Provide individualized instruction and support based on programs and lesson plans developed by the lead teacher.
- Support students during independent work and learning activities.
- Assist students with personal hygiene while maintaining dignity, privacy, and respect.
- Provide toileting and bathroom assistance as needed.
- Assist with the safe physical management of students when necessary.
- Support students in developing self-care and daily living skills, including feeding, dressing, and other activities of daily living.
- Perform safe student transfers and provide mobility and positioning assistance using appropriate techniques and equipment.
- Participate in training and professional development
- Perform other duties of a comparable level or type, as required

Education and/or Experience

- High School Diploma or equivalent and 2 years of post-secondary course work, or an Associate's Degree or completion of ParaEducator test
- 1-2 years of experience working with children with disabilities preferred

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Knowledge, Skills & Abilities:

- Proficient working with a culturally, ethnically, racially and socioeconomically diverse school community
- Ability to communicate effectively with diverse populations
- Ability to follow written and verbal instructions
- Ability to relate with others and present a positive interaction in a professional manner with public, peers, and administration in all communication
- Ability to exercise confidentiality in handling School District information
- Ability to work collaboratively with office and district staff
- Excellent oral and written communication skills
- Basic understanding of IEP's
- Ability to work with special education students
- Ability to use de-escalation techniques and attend training
- Ability to implement intervention strategies developed by licensed staff
- Knowledge of effective sensory activities
- Basic technology skills

Physical Demands:

- Position requires frequent lifting up to 40lbs
- Position requires standing for an extended period of time
- Position requires participation in physical education
- Position involves bending and stooping
- Position involves listening, speaking clearly and visual acuity
- Position involves assisting in positing and transferring students

Work Environment

- Exposure to noise from students
- Exposure to body fluids and airborne pathogens
- Exposure to temperature and weather changes
- Potential for physical injury and heightened emotional responses among students

Note: This job description is not intended to be all-inclusive. The Rosemount Apple Valley Eagan School District reserves the right to modify duties and responsibilities as needed to meet the needs of the district.