Job Description

Francis Howell School District

Paraprofessional - Special Education

Purpose Statement

The job of Paraprofessional - Special Education is done for the purpose/s of assisting the teacher in the classroom with implementation of the daily curriculum and caring for the children and their needs; performing a variety of classroom, general and clerical duties related to assisting a student with special needs; and enhancing the effectiveness of learning opportunities for students with disability impairments and physical demands, under the direction of a certified teacher.

Essential Functions

- Accompanies students throughout the day to classes or various sites (e.g. school field trip locations, classrooms, gymnasium, lunchroom, indoor and outdoor recess area, hallways, assembly locations, etc.) for the purpose of ensuring their safety and assisting them in meeting procedures and instructional requirements.
- Assists students and teachers during emergency drills (e.g. fire, tornado, etc.) for the purpose of guiding students to the appropriate evacuation area; ensuring student safety; and meeting student and teacher needs.
- Assists students individually or in small group utilizing the teacher's lesson plan (e.g. helps students in performing activities designed by the teacher, assists students with supplementary work, etc.) for the purpose of monitoring and reinforcing skills of all students.
- Assists teacher in the classroom with an included/integrated student with a disability, data collection, etc. for the purpose of ensuring all needs are met.
- Assists with implementation of behavior management programs designed by the teacher for the purpose of monitoring and reinforcing positive student behavior, discipline, and sensory support procedures for students as defined by the school.
- Attends workshops and in-service training for the purpose of gathering information as required by the district to perform job functions.
- Duplicates materials, type or word process information except confidential student-related material and information (e.g. instructional materials, etc.) for the purpose of providing copies necessary to perform tasks.
- Maintains daily student attendance records and data related to instruction for the purpose of ensuring the availability as required for historical reference.
- Monitors and escorts students students in corridors and other general access areas of the school for the purpose of ensuring that they get to assigned areas safely.
- Performs CPR, de-escalation strategies, or other similar duties as may be required based upon student and/or IEP for the purpose of alleviating a crisis situation.
- Performs tasks related to the health/hygiene of special education students (e.g. accompanies students to restroom, etc.) for the purpose of providing personal care needs as required.
- Responds to request to assist students in crisis behavior (e.g. circumstances may be ambiguous (uncertain) or imminently (clearly) dangerous, etc.) for the purpose of supporting situation and following specific directions to secure the well-being of the student (s) within regulatory standards and guidelines.
- Works with and supervises an individual student or small group of students for the purpose of utilizing the teacher's lesson plan.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: interpreting and following pertinent rules, regulations, policies and procedures;; concepts of grammar and punctuation; methods, procedures, functions and limitation of assigned duties; writing observations and documenting student behavior; business telephone etiquette; office practices and procedures; and communicating effectively orally and in writing with children and adults;.

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; modeling appropriate social skills, social interactions and appearance; applying behavior modification techniques developed for classroom use; intervening positively in and defusing potential confrontations among students; and printing and writing legibly;.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with diverse populations; establishing and maintaining effective and empathetic working relationships with others; maintaining confidentiality; and understanding the exceptional needs of special education students.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience:	Job related experience is desired.
Education (Preferred):	Education (Preferred): Targeted job related education meeting employer's prerequisites.
Education:	High School diploma or equivalent.

Required Testing

None Specified

Certificates and Licenses

Minimum of sixty (60) college credit hours required or completion of the DESE substitute teacher online training course
Substitute Certificate

Continuing Educ./Training

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date