JOB TITLE: Special Education Paraprofessional

TERMS OF EMPLOYMENT: Ten (10) months - Classified – Non-Exempt

IMMEDIATE SUPERVISOR: Principal

POSITION DESCRIPTION – The special education paraprofessional performs instructional activities under the direct guidance of the assigned teacher and school administrator to enhance and support student learning and classroom instruction.

ESSENTIAL FUNCTIONS:

- Serve under the direct guidance of the assigned teacher unless otherwise assigned to another supervisor
- Assist individual students and/or students in small groups to progress academically and socially in a classroom setting
- Perform clerical duties in support of instruction such as preparing instructional materials, making reports, etc.
- Maintain student records as directed by supervising teacher
- Assist with the administration of student assessments and tools as directed by supervising teacher
- Assist the supervising teacher in preparing the classroom and organizing instructional materials and equipment
- Monitor students independently when needed
- Keep student information confidential and discuss only within the course of school business
- Assist in supervision of students during lunch, recess and after school as assigned
- In self-contained settings, assistants may: Assist with toileting, catheterization, feeding and other self-help activities as required
- Maintain confidentiality.
- Participate in staff development training programs, faculty meetings and special events as assigned.
- Follow district safety protocols and emergency procedures.

QUALIFICATIONS:

- High School diploma and
- Completion of Praxis test or minimum of 48 hours of college credit
- Sufficient experiences so that, with appropriate training, services may be provided in the specific role for which employed

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Physical Demands/Environmental Factors:

- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling and twisting
- Frequent walking
- Regular light lifting (less than 15 pounds); occasionally heavy lifting (45 pounds or over) and positioning of students with physical disabilities; controlling behavior through physical restraint according to protocol provided in training; assisting non-ambulatory students, and lifting and moving adaptive and other classroom equipment
- Work inside or outside; regular exposure to noise
- May work prolonged or irregular hours