

## ALMONT COMMUNITY SCHOOLS

- Title: Special Education Paraprofessionals
- Reports to: Building Principal
- Job Goal: To work closely with handicapped students on a regular basis in an effort to provide them with the physical help and emotional support they need to gain the full benefit of the District's Special Education program.
- Qualifications:
1. High School Graduate.
  2. Two (2) years successful experience as an aide in a day care training program or a special education classroom.
  3. Recommendation by an administrator who has supervised the work of the aide for at least one (1) year.
  4. Demonstrated ability to work with youngsters having special needs.
  5. Must possess good communication skills and ability to work in one-on-one situations with youngsters.
  6. Must have ability to work cooperatively with teacher, special education personnel and parents.
  7. Must be certified in CPR.
  8. Must be able to pass a comprehensive physical exam administered by Board-designated physician.
  9. Must be able to perform such physical tasks as lifting students, carrying students, pushing wheelchairs, etc.
  10. Must show compassion and respect for severely disabled individuals.
  11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Performance Responsibilities:
1. To monitor and assist students during teacher-directed, whole class instruction.
  2. To monitor and support students during independent work or cooperative learning activities.
  3. To provide follow-up instruction after teacher-directed instruction.
  4. To train others (peer tutors, volunteers, parents) to provide instruction or assistance to students.
  5. To support students' instructional program through the preparation of materials and the fulfillment of other clerical tasks.



