

GRAND ISLAND PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: Special Education Paraprofessional

Job ID #: 52120 (GR1500)

Reports To: Special Education Teacher (Primary), Special Education Supervisor, Principal

FLSA Status: Hourly, non-exempt

At-Will Position: This position is an “at-will” position and may be terminated, with or without cause, at any time at the sole discretion of the Superintendent or Superintendent’s designee.



Position Purpose: Assisting assigned teaching personnel in the supervision and instruction of special education students; performing classroom clerical tasks; and assisting students by meeting special health care needs and developing students' daily living and behavioral skills.

Desired Characteristics:

- Ability to multi-task and adjust in a fast paced environment.
- Ability to maintain regular, dependable in-person attendance.
- Ability to perform basic math; read and follow instructions.
- Possess strong communication skills.
- Ability to problem solve and build positive relationships with students, staff and parents.



Job Responsibilities:

- Adapts classroom work under the direction of the teacher (e.g. fine motor skills, art, language, basic life skills) for the purpose of providing a method to support and/or reinforce lesson plans.
- Administers, under supervision, first aid and assistance to medically fragile children (e.g. tube feeding, toileting, diapering, etc.) for the purpose of providing required care for assigned students.
- Assists other personnel as may be required (e.g. teachers, support, van drivers, administrative staff) for the purpose of supporting them in the completion of their work activities.
- Confers with teachers, parents and/or appropriate community agency personnel (e.g. conference, progress reports, IEPs, physical therapy) for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Designs, carries out physical therapy and occupational activities of special needs students for the purpose of developing the physical skills of students.
- Implements plans (e.g. individualized education plans, progress reports including daily notes) for the purpose of meeting students' social and daily living skills and conforming to governmental requirements.
- Implements, under the supervision of the teacher, instructional programs in accordance with lesson plans (e.g. story time, circle time, play, gross and fine motor activities) for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains students' files/records (e.g. Individual development plans, daily reports, weekly CBM tests) for the purpose of documenting activities and/or providing reliable information.
- Monitors individual students, classroom, library, playground activities, etc. (e.g. assists upon arrival/departure, toileting, play) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. scheduling, copying, daily notes, weekly testing, individualized plans) for the purpose of supporting the teacher and/or administrator in providing

records/materials.

- Provides assistance and physical support (e.g. lifts, transfers, toileting) for the purpose of meeting the needs of each individual student.
- Develops, and carries out physical therapy and occupational activities with students (e.g. exercises with students, cleans room and therapy items/equipment) for the purpose of helping students with physical development.

Additional Job Responsibilities:

- Performs other duties as required by the supervisor.
- Serve as a role model to all students.
- Serve as a positive member of the community in a way that does not negatively affect the District's reputation or image in the community.
- Refrain from engaging in conduct that interferes with the operations of the District, including the education of students.
- Develop and maintain a positive and professional working relationship with other staff and administration.
- Adhere to all District policies, rules, regulations, and supervisory directives.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- Adhere to the code of ethics of the District and the Nebraska Department of Education (NDE Rule 27).



Position Requirements:

- High School Diploma or GED.
- Successful completion of the district's competency exam; or 2 years (48 hours) of college credits; or associate's degree.

Essential Functions:

 The essential functions of the position include:

1. Regular, dependable in-person attendance on the job;
2. The ability to perform the identified responsibilities and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and
3. The ability to perform the following physical requirements in the identified working conditions:

	Never (0%)	Occasional (1-32%)	Frequent (33-66%)	Constant (67%+)
Standing			X	
Walking			X	
Sitting		X		
Bending/Stooping/Squatting		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving		X		
Typing			X	
Physical Tasks		X		

Lifting (25 lb max) X

Carrying (50 ft) X

Manual/Finger Dexterity Tasks medium level

Working Conditions No exposure to hazards except those associated with travel between or being in schools.

Grand Island Public Schools do not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.