



GLOUCESTER COUNTY PUBLIC SCHOOLS OFFICE OF HUMAN RESOURCES

POSITION DESCRIPTION

POSITION TITLE:

Paraprofessional - Special Education

FLSA: Non-Exempt/7.5 hours per day/182days/10months

GENERAL STATEMENT:

The Paraprofessional provides assistance to the classroom teacher(s) in the management, instruction, and personal care of students.

QUALIFICATIONS:

1. High School Diploma or equivalent, required; post-secondary education preferred
2. Passing scores on the Parapro assessment or successful completion of 60+ semester hours of college coursework, required
3. General knowledge of practices, methods and techniques used in teaching students and in managing student behaviors.
4. Where applicable, ability to assist students with toileting needs
5. Ability to lift 50-100 pounds
6. Ability to operate general office equipment, and computers as required to accomplish the work assigned
7. Use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls
8. Satisfactory completion of all onboarding requirements prior to first day of employment, including, but not limited to:
 - Documentation of eligibility for employment in the U.S.
 - Virginia State Police/FBI criminal history background check
 - Virginia Department of Social Services background check
 - Tuberculosis test/screening completed within the last 12 months

ESSENTIAL DUTIES:

1. Works with students individually or small group settings to reinforce learning of material or skill initially introduced by the teacher.
2. Supports the classroom teacher by devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
3. Guides independent practice and remedial work set up and assigned by the teacher or administrator(s).
4. Checks for student progress, corrects papers, and supervises testing and makeup work, as assigned by the teacher.
5. Assists in such large group activities as drill work, reading aloud, and story telling.
6. Serves as the chief source of information and assistance to any substitute teacher assigned in the absence of the regular teacher.
7. Alerts the regular teacher of any problem or special information about an individual student.
8. Supervises students in the absence of the teacher, such as in the cafeteria, on the playground, and in certain situations in the classroom, as directed by administrators.
9. Participates in professional development programs, as assigned and/or required.
10. Acts in a courteous and respectful manner, using good judgment and appropriate communication skills at all times.
11. Maintains a high level of ethical behavior and confidentiality regarding students, parents, and other staff members.
12. Models non-discriminatory behavior in all activities.
13. May be assigned additional tasks, duties, and/or responsibilities as needed and requested.

PHYSICAL REQUIREMENTS:

Physical requirements include climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing and pulling a wheelchair, lifting 100-150 lbs., grasping, talking, and other repetitive motions.