

Job Description

Position Title	Instructional Paraprofessional – Special Education		
Building	Varies	Department	Special Education
Hours	Varies	Supervisor	Building Principal/Case Manager/Teacher
Band and Grade	B-21	Tools and Equipment	Pencils, pens, games, games, flashcards, books, computer

Primary Function	Under direction of a teacher, performs duties involved in the instruction of students with special needs. Works closely with students in both individual and in small group settings to reinforce and practice instructional concepts and material presented by the teacher.
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Essential Duties	
1	Reinforces instructional concepts, ideas, or materials presented to students by the teacher. Works with students individually or in groups using worksheets, exercises, games, or software to reinforce materials, i.e. reading and comprehension intervention groups.
2	Assists teacher in preparing for classes by typing tests, copying materials, filing, recording tests, gathering supplies, and providing assistance in setting-up classroom for special projects; makes transparencies, corrects papers, supervises their classes if they have to step out; helps prepare things for a project; assists with classroom management while the teacher is teaching (redirects students when necessary), etc.
3	Monitors student behavior and disciplines students as necessary, informing teacher of difficulties or problems encountered by students and/or their progress.
4	Prepares behavioral contracts and point sheets between staff and students, outlining objectives for achievement and establishing a reward system.
5	Helps students, individually or in groups, with assignments by utilizing specific teaching strategies and an acquired knowledge of learning styles.
6	Does recess duty; before school supervision; lunchroom supervision; flag duty; breakfast supervision; morning hallway supervision; and/or supervises special education students before first bell.
7	Assists students with work in the classroom – Encourages students to work as independently as possible; assists students in reading directions and work; sometimes reads directions to student; helps students stay focused on school work; assists students with testing and with math, science, and writing classes; helps students understand instructions and concepts; assists with items in the classroom (pencils, snacks, water bottles, folders, centers).
8	Always models appropriate behavior showing respect, responsibility, and safety.
9	Has patience, is flexible and is willing to adapt; is able to work independently with student(s); may be bitten, hit, kicked, pinched, and/or yelled at – does not take

	behaviors personally; is able to read and know their student; is empathetic but firm and consistent; is open to ideas of others, is willing to ask for help and give suggestions; knows their limits and knows when to walk away or take a personal break and is able and willing to implement ideas with guidance.
10	Is creative and able to adapt curriculum to challenge student(s) but helps them achieve success; develops a plan for when the student is going to be in a difficult situation or working with something new.
11	Health care is supervised, trained and monitored by school nurse – Performs peri cares; assists with clothing changes as needed due to incontinence and assists with personal hygiene; is able to accommodate students' needs including those in wheelchairs or other disabilities; assists with student's occupational therapy exercises; assists individual students as needed with daily living skills; supervises and assists in sensory breaks, including working on fitness machines, walking, and sensory input; assists in feeding lunch and snack; assists in administering daily medications; does transferring and lifting of student as needed to and from walker, indoor desk chair, rocking chair, adaptive tricycle, stander, adaptive swing, swimming pool, and to cot for adaptive phy ed.
12	Stays focused and participates in daily routine; i.e., group time, lunch, music, DAPE, phy ed. Follows a schedule or schedule book for student and gives them control of it.
13	Observes confidentiality for students, parents, and team members/staff. Does not gossip. Knows chain of command and who to take concerns to for students and personnel. Knows who supervisor is. Comes to work on time and is ready to work.
14	Assists with large group activities such as math and reading; works with small groups and with individuals who need extra help; helps with any instructional element that is requested by the teacher; and does assessments of the students for records and to determine who needs additional help. Assists teachers in implementing special strategies for reinforcing learning materials and skills based on an understanding of individual students, their needs, interests, and abilities. Provides supplemental tutoring, guided practice, and other instructionally relevant activities to students as directed.
15	Assists with field trips when necessary.
16	Assists in teaching social skills, cooperative learning, turn taking, and sportsmanship.
17	Escorts and assists students in mainstream classes. With teachers' directions, modifies classroom work and tests to meet students' needs, and documents daily goals per teachers' instructions.
18	Provides written documentation for third party billing.
19	Phy ed – Escorts, supports, transfers students with direction from phy ed/DAPE teacher; provides total paraprofessional support and involvement; assists with exercises and stretches during adaptive phy ed as directed by phy ed teacher; monitors student behavior going to/from/within locker rooms.
20	Work experience – Supervises students at work place in school and community with direction of vocational instructor.
21	Assists disabled student to and from the school bus; is responsible for student's safety throughout the day; assists in removing outer clothing each day to and from school and recess.
22	Supervises students in classroom settings – Interprets directions and tasks from the classroom teacher for the student; follows up with tasks assigned to the student and makes modifications as needed to fit in with individual IEPs; intervenes when needed to

	redirect appropriate behavior or to take action when behavior becomes out of control.
23	Assists in the special education classroom with needs of the classroom, i.e., organizing work spaces, creating bulletin boards, putting together packets of work for students, etc.
24	Keeps student focused and on task in the classroom; takes notes in class when student is absent; reviews, modifies homework, and reads the tests to students; checks on comprehension and completion of assignments; pulls out students who tend to be distracted and work on assignments; assists in the classroom with lab prep; assists certain students to lockers or restrooms; and assists students with organizational skills.
25	Supervises/monitors/instructs students in grade 3-6 in the after-school program; coordinates different activities, study time, games, etc., for the students in the after-school program.
26	Works in small groups or one on one with special education students; interacts with students according to their IEP; observes and intervenes with inappropriate behaviors in the lunchroom; assists and monitors students in completing any tasks; helps promote a safe learning environment; prepares and corrects assignments and tests as directed; modifies assignments and tests as needed; and many other duties as assigned by supervisor.
27	Assists special education students according to their IEP and needs through supervisor; in the classrooms observes and helps special education students; makes sure students stay on task; monitors and documents behavior and activities and intervenes when needed; keeps track of assignments; checks student planners; reads tests to students when needed; helps students with organization; and helps students with assignments.
28	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of experience working with children, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	• Knowledge of District policies and building rules. • Knowledge of disciplinary policies. • Knowledge of general safety and health rules. • Knowledge of CPR/first aid. • Knowledge of basic office equipment and procedures. • General knowledge of the principles and practices of an instructional paraprofessional. • General knowledge of crisis prevention intervention techniques.
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Skills Required	• Skill in applying disciplinary policies. • Skill in relating to and understanding children. • Skill in developing a rapport with children and explaining concepts in a simple and understandable manner. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction. • Ability to physically restrain a student with help of others if a student's behavior escalates to a potentially dangerous level. • Ability to establish and maintain effective working relationships with students and staff. • Ability to handle every day, reoccurring basic assignments and problems (including college entry courses). • Ability to apply regular and repetitive procedures. • Ability to read and interpret basic workplace data. • Ability to communicate effectively, both verbally and in writing, with students, parents, community professionals, and fellow staff. • Ability to write clearly and concisely. • Ability to use modern office equipment and related software.
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Physical Activities/ Requirements	Stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
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