

SPECIAL EDUCATION PARAPROFESSIONAL JOB DESCRIPTION

Position Purpose

- Under the direct supervision of a certified staff member, to assist certified professional staff with students in the classroom to meet instructional goals and objectives, and to free certified professional employees from non-professional duties such as proctoring study halls to enable them to make a contribution to other aspects of the educational program, such as curriculum development.

Essential Job Functions

- Assists and guides students to reinforce reading, language arts, mathematics, computer instruction, and other skills.
- Works with students individually and in small groups to reinforce basic learning and implement assigned programs.
- Assists professional staff in the administration and correction of classroom exercises, tests and assessments.
- Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
- Assists with record-keeping procedures to document student learning and performance.
- Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
- Assists students in non-instructional areas, such as supervising the student lunch programs, bus duty, corridor, study hall, and other related non-instructional areas.

- Accompanies students on field trips for the purpose of assisting with supervision.
- Constructs, copies and distribute and use educational materials as needed.
- Assists teacher with parent contact as requested to foster effective and participatory parent involvement in student education.
- Assists students with special needs in all aspects of classroom instruction to maximize inclusion, learning, achievement if IEP objectives, etc.
- Participates in IEP process and serves as resource for the student personnel evaluation team as needed.
- Assist students with physical or mental disabilities with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities.
- Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.

Additional Duties:

- Assist guidance, pupil services staff or building administration, as needed.
- Perform any other related duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Equipment

- Use standard office equipment, such as personal computers and copiers.

Travel Requirements

- Travel between schools, or between schools and central offices, may be required for certain positions.

Knowledge, Skills and Abilities

- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed to assist students.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel).
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students with special needs.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to report work orally or in writing to supervisor as required.

- Effective writing and verbal communication skills.

Physical and Mental Demands, Work Hazards

- Works in standard office and school building environments.
- Ability to work outdoors during outdoor student activities.

Qualifications Profile

- Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:
- High School diploma or equivalent.