

INDEPENDENT SCHOOL DISTRICT NO. 701
HIBBING SCHOOLS
HIBBING, MINNESOTA 55746

JOB DESCRIPTION: Pupil Support Assistant / Paraprofessional - Job Number 60

QUALIFICATIONS:

1. As of June 1, 2022: Two-year degree or higher; High School / Equivalent and passing of the ParaPro Assessment within 90-day probationary period
2. Basic child development educational background or knowledge preferred.
3. Ability to maintain confidentiality.
4. Physically capable of executing tasks, heavy lifting, and climbing.
5. Ability to communicate and work effectively with the public, students and other staff.
6. Ability and willingness to work with and show respect for students with special needs.
7. Able to work independently.
8. Able to handle difficult situations in a calm manner.
9. Must be willing to be trained in CPI and BLS, seizures, feedings, toileting and other tasks related to the care of the child.
10. Must have basic computer skills and communicate through email.

PRIMARY DUTIES:

1. Functions as an effective member of the special education/school team.
2. Work under the supervision of teachers or other licensed/certified professionals.
3. Assist with the delivery of instructional and other direct services as assigned and developed by certified/licensed professionals.
4. When appropriate utilizes BLS, respiratory therapy, toileting and feeding, etc. to meet the health needs of the child.
5. Able to follow the IEP under direction and plan of the teacher or other licensed/certified professionals.
6. Maintains a daily log of student's therapies and behavior modification endeavors.
7. Assists students with completing assignments, following directions, adaptive PhyEd, and keeping students on task.
8. Performs other duties as assigned by Supervisor.

WORK DAY/WORK YEAR:

Day shift/Student contact days

WAGES/BENEFITS:

As determined by Master Agreement

RATIFICATION BY LOCAL #480:

October 6, 1993

FINAL APPROVAL:

March 1, 1994

REVIEWED:

June, 2022