

PARAPROFESSIONAL – SPECIAL EDUCATION

QUALIFICATIONS:

1. Associate's Degree, **or** a minimum of 60 college credit hours, **or** successful completion of the Paraprofessional Assessment through ETS
2. A valid Missouri Teaching Certificate is preferred.
3. Possession of the knowledge, skills, abilities, and physical attributes necessary to perform the essential functions of the position.
4. Such alternatives to the above qualifications as the Board may find appropriate or acceptable.

REPORTS TO: Building Principal, Executive Director – Academic Services

JOB GOAL:

To assist with a teacher, group of teachers, or throughout the building to provide a well-organized, smoothly functioning environment in which students can take full advantage of the instructional program and available resource materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
2. Administers tests, homework, make-up work, etc. (e.g. modify student work to help limit behavior issues while still accomplishing goals, etc.) for the purpose of supporting teachers in the classroom.
3. Administers immediate first aid and medical assistance as instructed by a health care professional (e.g. diapering, tube feeding, colostomy bags, medication, etc.) for the purpose of meeting immediate health care needs.
4. Assists with appropriate behavioral intervention techniques as directed by the supervising teacher for the purpose of ensuring a safe environment for the student and classroom.
5. Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
6. Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
7. Escorts students to/from buses or cars for the purpose of ensuring the safety of all students and staff.

8. Implements, under the supervision of the assigned teacher, plans designed by the IEP team for students with other special conditions for the purpose of presenting and/or reinforcing learning concepts.
9. Maintains instructional materials and/or manual and electronic files/records for the purpose of ensuring availability of items, providing written reference, and/or meeting mandated requirements.
10. Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
11. Performs daily care of students (e.g. diapering, toiletry skills, restrooms skills, etc.) for the purpose of ensuring necessary cleanliness for the care of students.
12. Provides, under the supervision of the assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives, implementing IEP plans, and ensuring students success in school.
13. Records daily, weekly logs for behaviors, academics and prompts for the purpose of ensuring accurate information is kept on each student.
14. Remains with student at all times for the purpose of providing for the safety of student, removing student when necessary and de-escalating situations outside the classroom.
15. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL DEMANDS: The individual who holds this position is regularly required to walk, hear and speak and must have close, moderate, and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel and physical activity.

CONDITIONS AND ENVIRONMENT: The work environment is consistent with typical office/school environments.

TERMS OF EMPLOYMENT: Salary and work calendar to be established by the Board of Education. Benefits according to Board policies.

FLSA: Non-Exempt

RETIREMENT: Public Education Employee Retirement Systems (PEERS)

CERTIFICATES AND LICENSES: Content Substitute Certificate Preferred

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations utilizing the Performance Based Support Staff Evaluation process.