



LA CRESCENT-HOKAH

PUBLIC SCHOOLS

Job Title: Special Education Paraprofessional

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| Contract: MSEA Master Agreement | Team: Building Level Specific | Report to: Building Principal |
| Salary: Based on current contract | Hours: Student Contact Days Only | Location: Building Specific |
| FLSA Status: Non-Exempt | Union Eligibility: Affiliated | |

About La Crescent-Hokah School District

At La Crescent-Hokah School District, we are committed to fostering a supportive, innovative, and inclusive learning environment for all students. Serving La Crescent, Hokah and surrounding communities, our district is home to three schools: Pre-K through 4th grade, 5th through 8th grade, and 9th through 12th grade. We take pride in our dedicated staff, strong community partnerships, and a culture that values collaboration, academic excellence, and student success.

Our mission is to inspire and empower every learner to reach their full potential through engaging curriculum, strong communication, and a student-centered approach. We believe in building meaningful connections with families, staff, and the broader community to ensure a well-rounded and enriching educational experience.

Qualifications

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| Education | Associate degree, 60 hours/credits of post secondary work, OR have a passing mark on the ParaPro exam. Will need to complete one of the above within 1 year of your date of hire. |
| Experience | Training can be provided for those who do not already have experience. |

Job Summary

The Special Education Paraprofessional supports students in achieving academic, behavioral, and social success under the supervision of certified teaching staff. This position assists students with staying on task, completing work, and regulating behavior, while providing accommodations in accordance with Individualized Education Programs (IEPs). The paraprofessional works collaboratively with general and special education staff to promote inclusion and ensure that each student's educational and personal care needs are met in a safe, supportive learning environment.

Supervisory Responsibilities

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| Direct Supervision | None |
| Indirect Supervision | None |

Essential Duties and Responsibilities *The following duties are considered representative of the relative nature and level of the work. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. **Assist students with staying on task, regulating behavior, and work completion. This will be done under the supervision and guidance of certified teaching staff.**
2. **Help provide accommodations for students in accordance with their IEP requirements**
3. **Attend classrooms with a student or group of students to provide direct support to their learning within the general education environment**
4. **Advocate for students who need support or assistance**
5. **Provide behavior support and help students calm down in a safe environment when they get overwhelmed**
6. **Encourage appropriate social interactions among students**
7. **Ensure that the personal care needs are met for students who require it. Training will be provided by our school nurse for these situations**
8. **Frequent communication with Special Education Case Managers as well as General Education Teachers to help meet the needs of students.**
9. **Help provide a safe and comfortable environment where our students can learn and grow.**

****This job description is not intended to be all-inclusive, and the employee will also perform other reasonable, related duties and tasks as assigned by their immediate supervisor and other management.**