
POSITION RESPONSIBILITY WRITE-UP

Position Title:	Special Education Paraprofessional	Date:	August 2014
Department:	Student Services	Location:	All Levels
Accountable To:	Principal (School Age) Student Services Supervisor Directing Special Education Teacher(s)		

Primary Objectives of Position

To assist teachers and learners with activities related to implementing special education individualized educational program plans

MAJOR AREAS OF RESPONSIBILITY

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| Assists learners with special needs in classrooms, in the community and at job sites, providing instruction in basic academic skills, social skills, self-help skills, learning strategies, assignments and test-taking as defined and directed by a licensed teacher. | 1 |
| Supervises special education learner(s) to ensure safety for learner and others. | 2 |
| Assists in adapting learning opportunities to special student needs. | 3 |
| Assists in the collection and preparation of special education teaching materials, assistive technology devices and equipment, as well as supervising their safe and proper use. | 4 |
| Assists with collecting data and monitoring learner progress. | 5 |
| Models and reinforces appropriate verbal and interpersonal behavior. | 6 |
| Assists in the implementation of proactive behavior intervention plans. | 7 |
| Helps maintain a neat and clean special education learning environment(s). | 8 |
| Provides assistance with learner's physical and daily living needs as necessary, and instruction/guidance to develop learner's independence, e.g., physical activity, feeding, toileting, diapering, personal hygiene. | 9 |
| Participates in conferences when requested. | 10 |
| Performs clerical-type responsibilities for special education, e.g., charting, duplicating, filing, data processing, due process forms completion mailings, communication. | 11 |
| Participates in staff development activities as requested. | 12 |
| Maintains learner and family data privacy and confidentiality. | 13 |
| Responds appropriately if subject to emotionally upset learners and/or family members. | 14 |
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May be required to transport students to community and job sites.	15
May be required to lift up to 50 pounds or to move quickly to manage a learner.	16
Performs other special education related duties as assigned by the principal, supervisor or directing teacher.	17

Required Knowledge, Skills & Abilities

- Demonstrates personal integrity and the ability to work with cheerfulness, patience, tact, courtesy, sensitivity and good will.
- Learns and applies proactive behavioral management techniques.
- Works effectively as a team member.
- Flexibility, as assignment may include working with an individual, small group, regular classroom and/or special education instructional environment.
- High school diploma or equivalent required. Prefer post secondary training, especially in areas of child development and/or behavior analysis.
- Accepts learner's disabilities and limitations, and is able to cope with changes in schedule with short notice.
- Copes with mental and emotional stress.
- Able to lift, pull and move a minimum of *50 pounds*.
- Demonstrates general computer skills (preferred).

Performance Expectations

- Good judgment is used when communicating with learners, staff and parents.
- Directing teachers are kept informed of learner's progress and experiences in school.
- Employee requests help when needed.
- Confidentiality is maintained consistently.
- School rules and policies are followed.
- Attendance is regular and punctual.
- Directives from supervisors and directing teachers are followed.