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**POSITION RESPONSIBILITY WRITE-UP**


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

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**Primary Objectives of Position**

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

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**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.