



Northern Lights Academy Cooperative #6096-52
302 14th Street ~ Cloquet MN 55820
Office Phone ~ 218-878-3060
Fax ~ 218-878-3061

Barb Mackey, Asst. Special Education Director
bmackey@nlacoop.org

Northern Lights Academy

Paraprofessional Job Description

JOB SUMMARY:

Assist students with disabilities who need support to access the curriculum and benefit from their educational placement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reinforce Program Instruction

- Assist students with physical elements of hygiene, bath rooming, occupational therapy, feeding, clothing, diapering, transfers, etc.
- Assist students with daily transitions (e.g., transition between tasks and/or rooms, lunch, playground, etc.)
- Assist students in the special education classroom helping the student to access the curriculum under supervision of the special education teacher
- Assist the special education teacher in implementing student's Individual Educational Plan (IEP) goals and accommodations
- Assist in implementing behavior management programs
- Under supervision of special education teacher, reinforce instruction introduced by the special education teacher(s)
- Monitor the student to ensure his/her/their safety and the safety of other persons
- Foster and encourage the independence of the student
- Assist with crisis intervention which includes physical restraints
- Establish a positive and nurturing relationship with the student
- Assist in supporting classroom discipline
- Assist student during field trips and other outings
- Collect and maintain data as directed by supervising teacher

Student Supervision Responsibility

- Supervise and monitor students for appropriate behavior in all areas of NLA, document as needed
- Inform the teacher and/or principal of discipline concerns.
- Assist students with de-escalation when they are dysregulated

Communication

- Maintain communication with teacher regarding schedules, student progress and problem solving daily

Preparatory

- Assist classroom teacher with preparatory materials
- Perform related work as assigned or requested including attending professional development/meetings, in-services and workshops

WORK REQUIREMENTS:

Education/Certification/Licensure/Experience:

- High School diploma or equivalent
- Valid Minnesota driver's license
- Successful completion of college level coursework or passing of the ParaPro test as required by the No Child Left Behind, preferred
- Previous experience in working with children, specifically with disabilities, preferred

Essential Knowledge, Skills, and Abilities:

- Knowledge and ability to apply basic computer, math and language skills
- Ability to work well with students and staff
- Ability to work with children of various ability levels
- Knowledge of district restrictive procedures policy
- Knowledge and application of Crisis Prevention Institute (CPI) training or willingness to become CPI certified
- Position requires exercising confidentiality in handling district information
- Ability to carry out instructions furnished in written or oral form.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students with special needs.
- Ability to establish and maintain cooperative working relationships with students, staff and others
- Ability to report work orally or in writing to supervisor as required.
- Effective writing and verbal communication skills.

Machines, Tools, Equipment, Electronic Devices, and Software:

- Operates equipment which may include computer, printer, copy machine, telephone, and walkie-talkie
- Uses Gmail to receive and send information to the district, school, and classroom

Physical Job Requirements:

- Position involves bending, stooping and kneeling while working with students
- Position involves extended periods of time on feet
- Position involves occasionally lifting up to 40 lbs.
- Position involves physical restraining of students in emergency and last resort situations

Mental Job Requirements:

- Position involves responding to changing technology
- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person

Working Conditions:

- Majority of work is performed in normal classroom conditions
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens
- Position involves exposure to outside temperatures/weather conditions for recess, gym, etc.
- Position involves exposure to students with special needs and also students with severe disabilities
- Position involves assisting with daily cares for some students, including supervision of toileting tasks
- Position involves working in gym areas
- Position may involve traveling between buildings, within the building, and work area

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.