

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

**December 18, 2020**

**Self-Contained Classroom Paraprofessional  
Autistic Impaired  
Milwood Elementary School  
KSP, Paraprofessional Salary (\$15,453 - \$22,992)  
10 Month, Full-time**

## **Scope of Responsibilities**

Works with students in the self-contained classroom under the supervision of the classroom teacher. Provides instructional and behavioral support to students in the classroom.

## **Performance Responsibilities**

1. Provide behavioral, medical and/or instructional support to eligible elementary special education students.
2. Escort students in transition (i.e., entering and exiting the building, in the hallways between classes, into and out of breakfast/lunch) as necessary.
3. Communicate with students in a calm and firm manner.
4. Apply effective principles and procedures of crisis intervention to students with aggressive behavior or other social difficulties.
5. Assist in problem solving appropriate strategies, consequences and incentives that support and reinforce student progress.
6. Assist the classroom teacher in meeting academic, social, and emotional needs of the students.
7. Perform routine classroom tasks—maintain records and a clean physical environment—as assigned by the classroom teacher.
8. Assist teacher in the supervision of learning activities, circulating within the classroom and providing assistance and learning support to students individually or in groups.
9. Assist in charting needs and achievements of students as needed.
10. Assist with assessment of students' progress in achieving goals and objectives.
11. Assist in providing personal care to students including lifting, feeding, toileting and body positioning as needed.
12. Assist the classroom teacher in implementing school and/or classroom rules.
13. Perform other duties as assigned.

## Minimum Qualifications

1. High school diploma or equivalency (GED) and one of the following Every Student Succeeds Act (ESSA) requirements:
  - a) two years of study (60 credit hours) at an institution of higher learning;
  - b) an associate's degree or higher;
  - c) passing scores in math, reading, and writing on the ACT Work Keys Assessment prior to June 1, 2017 or the Basic Skills Test of the Michigan Teacher Test for Certification; or (d) a passing score of at least 460 on the ETS (Education Testing Service) Paraprofessional Assessment.
2. Completion of classes or training in non-violent crisis intervention and/or behavior management.
3. Minimum 2 successful years of working with school age children who have behavioral challenges.
4. Two or more years of successful experience in de-escalating students, applying procedures of crisis intervention to students with aggressive behavior or social difficulties.
5. Must be able to handle and restrain students if necessary.
6. Must be able to adjust to changes in schedules and routines.
7. Ability to effectively communicate verbally and in writing.
8. Ability to work as a team member.
9. Ability to handle the physical requirements of the job: bending, lifting, stooping, kneeling, and reaching.
10. Evidence of a desirable work record (i.e. low absenteeism, good job performance, flexibility).

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**Until Filled**

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