

**TITLE:** BI Paraprofessional

**QUALIFICATIONS:**

1. Successful experience working with children
2. Ability to lift the assigned school aged student for assisting when appropriate
3. Complete other trainings as directed by Supervisor(s) to include Autism and positive behavior supports.
4. Ability to maintain a positive learning environment
5. Excellent organizational skills
6. Excellent interpersonal and communication skills
7. Able to work under deadlines
8. Maintain confidentiality of staff and students
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
10. Growth mindset
11. Effective use of de-escalation skills when working with frustrated parents, students, or staff
12. Adept at building capacity and empowering self-efficacy in others
13. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism

**REPORTS TO:** Building Principal and Special Education Teacher

**JOB GOAL:** To assist teacher in providing appropriate educational support while maintaining a safe learning environment.

**PERFORMANCE RESPONSIBILITIES:** (not limited to, but may include)

1. Maintain confidentiality.
2. Work cooperatively with supervisor(s), co-workers, students, parents, building staff, and district staff.
3. Refer all parent concerns to supervisor.
4. Implement educational programs as designed by the certified/licensed teacher or related service provider.
5. Alert the teacher to special needs of individual students.
6. Collect student performance data as directed by the teacher or related service provider, score objective tests and papers, and maintain appropriate records.
7. Serve as a resource person to the educational team.
8. Participate in daily and long range planning.
9. Conduct educational activities with small groups or individual children as directed in a variety of settings.
10. Provide escort and assistance (i.e. feeding, toileting, discipline) to children as necessary. Supervise children in hallways, lunchroom, and playground.
11. Assist the teacher in maintaining an orderly learning environment (i.e. bulletin boards)

12. Operate and maintain classroom equipment.
13. Assist in the preparation of instructional materials.
14. Encourage age appropriate social interaction among students.
15. Assist in the monitoring supplementary work and independent study.
16. Give training support to students who are participating in community environments, job training experiences, and other activities as directed by the teacher/provider.
17. Assist in the management of crises problems and behavioral intervention plans.
18. Be familiar with building procedures when performing duties with a work ethic that is committed to safety.
19. Report any unsafe working conditions to supervisor.
20. Participate in meetings and functions when requested.
21. Perform other tasks and assume other responsibilities that the teacher and building principal may assign.

**ESSENTIAL FUNCTIONS:** (required with or without a reasonable accommodation)

1. Effective communication capabilities to discern verbal conversation
2. Comprehend the meaning of words and respond effectively
3. Visual acuity to comprehend written work, prepare, review, and organize documents and observe classroom and student activities
4. Manual dexterity to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment and to physically restrain a student to keep from harming self and/or others
5. Personal mobility, agility, strength, and reflexes which permits the employee to stand or sit for long periods of time, physically restrain a student, to lift or move objects or students that weigh up to 50 lbs and to work in a classroom environment.
6. Job tasks may require occasional climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering and grasping

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.