

School District Position Description

Position Title: **Special Education Paraprofessional**

Department: School Site

Days: As Assigned

Reports To: Special Education Teacher

SUMMARY: Under general supervision, assists in conducting intensified learning experiences for students in assigned areas of study. To perform a variety of clerical and supportive tasks for instructional personnel and to perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES REQUIRE THE ABILITY TO:

- Assist students as needed in learning self-care techniques, including toilet training, bathing and personal cleanliness.
- Observe and record behavior patterns and develop appropriate techniques to reinforce acceptable behavior.
- Assist instructional personnel with the development and presentation of learning materials and instructional exercise.
- Tutor students individually or in small groups to reinforce and follow-up learning activity.
- Oversee and supervise students during class activities, in the library, on field trips, at lunch and recess.
- Assist in the development of a variety of instructional materials.
- Perform a variety of regular clerical duties, such as filing, typing, word processing, or duplicating materials.
- Maintain student records, attendance, and files.
- Operate a variety of instructional media, office machines and equipment.
- Maintain discipline in the absence of the teacher.
- Under the supervision of a general or special education teacher, provide direct instruction of modified curriculum for special education students.
- Assist in the implementation of behavioral plans for special education students.
- Assist when necessary in diapering, toilet training, feeding, and other self help skills.
- Perform other duties as assigned.

EDUCATION and/or EXPERIENCE: Twelfth grade education or equivalent, paid or volunteer experience working with children in an educational or child care setting or any combination training and experience that could provide the desired knowledge and abilities. Paraeducators are encouraged to participate in courses, seminars and workshops in the area of instructional services, psychology or guidance.

CERTIFICATION: First Aid and/or CPR are desired.

DESIRABLE CHARACTERISTICS:

- General knowledge in concepts of child growth and development and child behavior characteristics.
- Goals for specific special education students and general knowledge of purposes and goals of district special education programs.
- Knowledge in techniques used in controlling and motivating students.
- English usage with above average skills in punctuation, spelling and grammar.
- General knowledge of purposes and goals of public education.
- The ability for a variety of approaches for specific lessons and independent follow-up work.
- Ability to implement behavior modification techniques with or without the presence of the special education teacher.

- Knowledge of technology, multimedia, and software applications.
- The ability to assume responsibility for supervising students.
- Learn and use basic methods and procedures to be followed in instructional settings.
- The ability to perform routine clerical work and basic arithmetical calculations.
- The ability to demonstrate an understanding, patience, warmth and receptive attitude toward children.
- The ability to understand and carry out oral and written instructions.
- The ability to maintain cooperative working relationships with students, staff, parents and the general public.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule forms.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires full range of body motion including handling and lifting students, manual and finger dexterity and eye-hand coordination. May require standing or sitting for long periods of time. Occasionally lifts, carries or shifts items weighing up to 75 pounds. May requires some exposure to bodily fluids.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Work is performed in a typical special education classroom environment.