

SUPPORT STAFF POSITION

- TITLE:** Full-time Paraprofessional (Special Education)
- QUALIFICATIONS:**
1. High school diploma
 2. Designated Highly Qualified per NCLB regulations established through attaining 48 college credits, an Associates Degree or higher, or passing the ETS ParaPro Assessment. Staff hired prior to January 8, 2002 authorized to attain Highly Qualified status through the Portfolio Assessment process.
 3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff.
 4. Knowledge of diverse needs of students with disabilities and appropriate special education classroom practices.
 5. Required criminal history check and proof of U.S. citizenship or legal resident alien status.
- REPORTS TO:** Certified classroom teacher, Principal, and Supervisor of Special Education/Director of Pupil Personnel Services
- SUPERVISES:** None.
- FUNCTION:** To assist the classroom teacher by working with individual and small groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.
- DUTIES:**
1. Assists in taking care of the physical needs of the student with disabilities, including putting on and taking off outerwear, moving from room to room and using the lavatory.
 2. Assists with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher.
 3. Assists, where appropriate, in loading and unloading the special education students from transportation buses or vans.

4. Completes clerical duties as assigned by the special education classroom teacher.
5. Assists students with various projects, crafts, and curriculum tasks.
6. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
7. Assists in playground and lunchroom supervision.
8. Engages students in conversation to encourage language development.
9. Aids physically handicapped students, particularly those who rely upon appliances and prosthetics.
10. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education students.

**TERMS OF
EMPLOYMENT:**

10-month position for 183 workdays.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board of Education policy by the Superintendent of Schools.

The list of duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.