

**MADISON PUBLIC SCHOOLS  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Special Assignment ParaEducator
<b>LOCATION:</b>	School buildings
<b>REPORTS TO:</b>	School Administrator and Classroom Teacher
<b>SUMMARY:</b>	Assists the teacher in general daily classroom activities.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b> <i>(Some or all of the following duties and responsibilities may apply.)</i>	
1.	Serves as confidential special education instructional para-educator to the classroom teacher(s);
2.	Assists in small group pupil instruction;
3.	Instructs students individually with adapted instructional programs according to IEP as needed;
4.	Implements instructional goals under the direction of the classroom teacher;
5.	Assists in adapting instructional lessons, activities and assessments according to IEP;
6.	Follows through with presented behavior management program;
7.	Assists and supports student(s) with therapy needs, under supervision as needed.
8.	Assists and supports students(s) with personal needs such as feeding and toileting, as necessary;
9.	Escorts student(s) to and from employment work study job sites and trains student(s) in employment tasks, as assigned;
10.	Monitors student activities / testing;
11.	Assists with the collection, maintenance and upkeep of data, as required;
12.	Organizes and prepares instructional materials;
13.	Assists with setup of classroom and prepares materials for specialized instructional units as needed;
14.	Demonstrates initiative and creativity with students and their program;
15.	Endeavors to gain an understanding of the student's issues;
16.	Confers and consults with staff, managers and administrators regarding students' needs;
17.	Escorts student(s) to and from services throughout the school day as needed;
18.	Assumes classroom teacher's responsibility for supervision of students and delivery of lessons on a temporary basis per article 8, section K.1 of the MAESS/BOE contract;
19.	Assists, supervises and disciplines students on field trips;
20.	Trains in specialized programs as required;
21.	Operates standard office equipment;
22.	Maintains current information and knowledge of school district operations;
23.	Maintains a professional demeanor and respects confidential nature of the workplace;
24.	Other duties as assigned.

<b>SUPERVISORY RESPONSIBILITIES:</b>	None.
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<b>QUALIFICATION REQUIREMENTS:</b>
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*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>EDUCATION AND EXPERIENCE:</b>	<ol style="list-style-type: none"> <li>1. High school diploma or general education degree (GED) and two years of college credit or an Associate's degree or a passing grade from a State Board of Education adopted paraprofessional assessment which assesses content knowledge in Math, reading, and writing and an understanding of how to <u>assist</u> in the instruction of these topics.</li> </ol>
<b>LANGUAGE SKILLS:</b>	<ol style="list-style-type: none"> <li>1. Ability to read and comprehend instructions, correspondence and memos.</li> <li>2. Ability to read and interpret documents, such as general business periodicals, professional journals, equipment operating and maintenance instructions, and policy procedure manuals.</li> <li>3. Ability to write routine reports and correspondence.</li> <li>4. Ability to speak effectively with parents, staff, vendors, students, and the general public.</li> </ol>
<b>MATHEMATICAL SKILLS:</b>	<ol style="list-style-type: none"> <li>1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.</li> <li>2. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.</li> </ol>
<b>REASONING ABILITY:</b>	<ol style="list-style-type: none"> <li>1. Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form.</li> <li>2. Ability to solve practical problems and deal with a variety of concrete variables in standardized situations and where only limited standardization exists.</li> <li>3. Ability to define problems, collect data, establish facts, and draw valid conclusions.</li> </ol>
<b>OTHER SKILLS AND ABILITIES:</b>	<ol style="list-style-type: none"> <li>1. Proficient keyboarding skills (45-55 words per minute).</li> <li>2. Ability to operate a personal computer and related software including word processing, spreadsheet and database programs.</li> <li>3. Ability to develop effective working relationships with students, staff, vendors, parents, administration and the school community.</li> <li>4. Ability to communicate clearly and concisely, both orally and in writing.</li> </ol>

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	5. Ability to handle a multitude of responsibilities with minimal supervision.
<b>PHYSICAL ACTIVITIES AND REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Crouching: bending the body downward and forward by bending legs and spine.</li> <li>2. Reaching: Extending hand(s) and arm(s) in any direction.</li> <li>3. Stooping: Bending downward and forward by bending spine at the waist.</li> <li>4. Kneeling: bending legs at knee to come to rest on knee or knees</li> <li>5. Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand.</li> <li>6. Grasping: applying pressure to an object with fingers and palm.</li> <li>7. Talking: expressing or exchanging ideas by means of the spoken word. These activities in which they convey detailed or important spoken instructions to other people.</li> <li>8. Hearing: perceiving the nature of sounds at normal speaking levels with or without correction.</li> <li>9. Repetitive motion: substantial repetitive movements of the wrists, hands and fingers.</li> <li>10. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.</li> <li>11. Visual acuity: close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer terminal, visual inspection involving small defects and/or small parts.</li> <li>12. Work conditions: not exposed to adverse environmental conditions.</li> </ol>

**The Madison Public Schools job descriptions are intended to be in compliance with the Americans with Disabilities Act (ADA).**