

**Manchester Board of Education
Job Description**

Job Title: Special Education Classroom/Learning Center/
One-On-One Special Education Paraprofessional

Department:

Reports To: Building Principal and Teacher

FLSA Status: Nonexempt

Bargaining Group: Manchester Paraprofessionals & Tutors Association (MPTA)

Salary Grade: Class III

Work Year: School Year

SUMMARY: Under the supervision of the principal of a school, this position assists with instruction, support functions, and student supervision in various classrooms within a school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.

Administers, scores and records such tests, homework, achievement and diagnostic tests as the teacher recommends for individual students.

Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.

Operates and cares for equipment used in the classroom for instructional purposes.

Helps students master equipment or instructional materials assigned by the teacher.

Distributes and collects workbooks, papers, and other materials for instruction.

Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.

Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.

Keeps bulletin board and other classroom learning displays up-to-date.

Assists with such large group activities as drill work, reading aloud, and storytelling.

Reads to students, listens to students read, and participates in other forms of oral communication with students.

Assists students with lunch, snack, cleanup, toilet routines, and in the library or media center.

Checks and records the collection of money and student attendance.

Alerts teacher to any problem or special information about an individual student that the paraprofessional becomes aware of.

Assists the substitute teacher assigned in the absence of the regular teacher.

Maintains a high level of ethical behavior and confidentiality of information about students.

Participates in in-service training programs as assigned.

Assists individual student with instructional and personal needs, including toileting, diapering, feeding and mobility.

Monitor activity room, recess, specials, (art, physical education, music, etc.) as needed.

Clerical tasks such as lunch count and order lunches.

Help with physical restraint when needed.

Monitor or provide the reinforcing activity for the applicable behavior system.

Ride the school van as needed. To be determined by the Program Administrator.

Respond to children's personal needs as necessary (i.e. toileting, OT and/or PT exercises, etc. Lifting of children may be involved.)

When feasible, the paraprofessional will work in regular classrooms to assist special education students in the mainstream.

Must be able to lift a 120 pound child in an appropriate manner for toileting or moving from a wheelchair to another seating apparatus.

Must be patient and attentive to students with severe special needs.

This position is not required to perform any duties that require a medical license.

May assist with minor additional classroom duties such as copying or setting up materials, this shall not constitute a significant portion of the paraprofessionals assignment.

SUPERVISORY RESPONSIBILITY: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

EDUCATION and/or EXPERIENCE: High school diploma and previous experience with children of appropriate grade level required. Teacher aide course or related experience preferred. Must have associate's degree or equivalent, or pass ParaPro test.

LANGUAGE SKILLS: Able to communicate to students, parents and teachers orally and in writing.

MATH SKILLS: Ability to perform mathematical functions including averages, percents, ratios and sums.

REASONING ABILITY: Ability to relate and work with children and adults.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

PHYSICAL and MENTAL 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.

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 individuals with disabilities to perform the essential functions.