



Paraprofessional Job Description

JOB TITLE: Special Education Paraprofessional

REPORTS TO: Building Administrator

GROUP: Support Staff

JOB SUMMARY: *(Brief description summarizing the overall purpose and objectives of position.)*

The Special Education Paraprofessional provides assistance to special education and general education teachers in providing assistance & support to special education students.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Interacts with students according to their Individualized Education Program plan
- Implements behavior plans as directed
- Observes and intervenes to redirect inappropriate behavior
- Assists individual students as needed with skill development in dressing, eating, toileting, grooming, and other daily living activities
- Recognize and respond to critical medical symptoms of students under the direction of the licensed school nurse
- Assist in transfers, mobility, and positioning of students as directed by special education staff
- Assist student in utilizing communication device/tools as directed by special education staff
- Assists, monitors, and guides students to complete tasks
- Assists the student in using age-appropriate self-management skills, including problem-solving, decision-making, communication, conflict resolution, anger management, social skills, and recreational skills
- Implements approved de-escalation techniques
- Responsible to document delivery of services in written logs, behavior charts, etc
- Promotes a safe learning environment
- Provides supervision of students before and after school, recess and lunch
- Supports student needs on special education bus routes as necessary
- Models and assists students in utilizing social skills, turn taking, sportsmanship, and cooperative learning
- Provide assistance to teachers as directed

KNOWLEDGE, SKILLS, AND ABILITIES *(Minimum competencies for job performance.)*

- Ability to demonstrate confidentiality
- Ability to be flexible as student needs, schedules, and daily duties may change
- Ability to establish and maintain effective working relationships with students and staff
- Ability to physically restrain student with help of others if behavior escalates to dangerous level
- Ability to physically move about the building and maintain pace of students



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- Ability to interpret information, data, and instructions that are provided in written, oral, or schedule form
- Ability to communicate effectively and professionally both orally and in writing
- Ability to utilize basic technology
- Ability to attain Highly Qualified Paraprofessional status
- Ability to complete Personal Care Assistant (PCA) certification

EDUCATION AND EXPERIENCE *(Minimum level of education and experience required.)*

High School Diploma or GED

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, walk, hear, see and use repetitive motions. The employee may be frequently required to lift and/or move at least 50 pounds of materials, or lift students from wheelchairs, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. Inside and/or outside climactic environment: occasionally subjected to extremes of temperature.