



JOB PROFILE: Paraprofessional – Special Education

Reports to: Building Principal/Classroom Teacher

Classification: MAE Support Professionals

Hours/Day: As determined by Administration

Days/Year: 187 Days

Purpose/Summary

To aid the teacher in carrying out the educational program with identified students. To promote the achievement of student's educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher. To assist in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal, or other designated certified personnel.

Essential Duties and Responsibilities

- Is responsible for assuming a tutorial role for individual special education students or small groups of special education children.
- Carries out the instructional program as outlined by the teacher. Non-instructional tasks directly related to the instructional aide's instructional responsibility shall be his/her duty to execute.
- Clarifies teacher's directions to individuals.
- Assures that assigned work is completed.
- Helps with seat work after the teacher has taught the class or group a specific skill.
- Assists a student in a specific area of study, individually or in a small group.
- Communicates with students to help them discover how to apply learned skills to real-life situations outside the classroom.
- Prepares teaching aids and other instructional material as required.
- Assists in the execution of the daily lessons as prescribed by the teacher.
- Attends meetings and conferences regarding pupils when deemed appropriate by the building principal.
- Guides independent study, enrichment work, and remedial work assigned by the teacher.
- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Reads to students, listens to students read, and participates in other forms of oral communication with students as prescribed by the teacher.
- Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
- Helps very young students with their clothing, snack time routine, and toileting activities.
- Participates in in-service training as assigned.
- Reinforce skills taught in classrooms by teachers.
- Represent the District in a professional, ethical, and positive manner.
- Must appropriately handle confidential information.

Assumes any other responsibilities as assigned by the Superintendent of School or Executive Director or Designee.

EVALUATION: To be completed bi-annually by the Building Principal

Education and/or Experience

- Have an Associate's Degree or higher; have at least 48 college-level credits; or pass a local assessment that allows them to demonstrate their ability to assist in instruction, reading, writing and mathematics.
- Experience with educationally disabled pupils preferred.
- Knowledge of child growth and development.
- Appropriate classroom practices.
- Excellent communication, analytical and organizational skills required.
- Knowledge of child growth and development and appropriate classroom practices, and demonstrated ability to assist with instructional activities.
- Must be sufficient in Microsoft word and excel.
- Attention to detail and the ability to multitask required.
- Ability to work independently and prioritize workload to meet deadlines.

Certifications, Licenses, Registrations

- Act 34 (Pa Criminal)
- Act 151 (Pa Child Abuse)
- Act 114 (FBI Fingerprint)
- Act 24 Arrest/Conviction Report Form
- Act 126 Mandated Reporter Training
- Act 168 Pennsylvania's Sexual Misconduct-Abuse Disclosure

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Language Skills – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Must possess the ability to use the language in both oral and written forms. Be able to listen to and understand information and ideas presented through spoken words and sentences. Be able to communicate information and ideas in speaking so others will understand. Ability to read, analyze and interpret professional journals, legal documents, and governmental regulations. Ability to write reports, business correspondence and procedural manuals.
Capability of maintaining confidentiality in any situation that presents itself.

Math Skills – Knowledge of arithmetic, percentages, ratios, statistics, and their applications. Possess the ability to analyze and interpret data.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.

Technology Skills – Utilize all available technology necessary to complete requested tasks. Demonstrate competency with up-to-date computer software, including use of email programs, word processing, Excel, web page development, presentation, and accounting software programs. Ability to coordinate and update technology resources in an organized and retrievable protocol.

Other Skills and Abilities

- Proficiency in operating a personal computer and perfected in EXCEL
- The position is data entry and numbers-oriented; must be comfortable with data entry and mathematical applications.
- Skill in operating general office machines.
- Effective written and oral communication skills.
- Ability to operate a microcomputer and specific software programs.
- Ability to set up and maintain accurate records.
- Ability to attend to detail and follow tasks through to completion.
- Ability to organize and set priorities.
- Ability to work effectively under pressure.
- Ability to work independently with minimal supervision.

Physical Demands

Must be able to travel between school buildings, other Districts, and various external locations. While performing the duties of this job, the employee is frequently required to sit, walk, and must be able to stand for extended periods of time. Must possess the manual dexterity necessary to effectively utilize keyboards and other technology with repetitive movement of hands and fingers.

Must be able to see and hear on a continuous basis as well as speak frequently. Specific vision abilities required by this job include close, far, and peripheral vision, and the ability to adjust focus. The employee must possess the ability to see, hear, and talk to ascertain personnel effectiveness. The position requires meeting deadlines with severe time constraints and interacting with the public and staff. This job requires the ability to balance multiple demands effectively and simultaneously.

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. This position is a MEDIUM Physical Demand Characteristic of Work position according to the physical demand's strength rating of the Dictionary of Occupation Title, fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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Primary Work Location				
Office Environment Classroom Setting				
Sedentary (S)				
Exerting up to 10 lbs. occasionally or negligible weights frequently, sitting most of the time.	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Physical and Non-Physical Demands Key	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.
C=Continuously				
2/3 or more of the time.	F=Frequently	O=Occasionally	R=Rarely	N=Never
Standing	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.
Sitting	C	Crawling	N	
Walking	C	Bending	O	
Lifting	O	Twisting	O	
Carrying	F	Climbing	O	
Pushing/Pulling	F	Balancing	O	
Reaching	F	Vision	C	
Handling	O	Hearing	C	
Fine Dexterity	O	Talking	C	
Kneeling	O	Foot Controls	N	
Crouching	O	Other (specify)		
Time pressures	C	Working closely with others/Teamwork	C	
Emergency situations	O	Tedious or exacting work	C	

Frequent change of tasks	F	Noisy or distracting environment	F
Irregular work schedule/Overtime	C	Other (specify): multi-building travel to work area	F
Simultaneous multiple tasks	C	Other (specify): Flexible work hours to accommodate School Board Meetings and/or District Events	F
<i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i>			

Learning Support Paraprofessional _____
Signature

Date _____

Board Approval date: _____