



Job Description

Job Title: Special Education Classroom Paraprofessional
Department: Special Services
Reports To: Special Services Director
FLSA Status: Nonexempt

General Statement of Duties

The fundamental reason this classification exists is to perform any combination of instructional tasks to assist the teaching staff. The Special Education Classroom Paraprofessional provides individual or small group assistance to students. Employees may teach one or more subjects to learners.

Essential Duties and Responsibilities

- Strive to support the district's mission, instructional goals, and objectives.
- Instruct students individually or in small group on lessons outlined by supervising teacher. Discuss assigned teaching area with teacher to coordinate instructional efforts.
- Provide tutorial assistance, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Collect, maintain, and record appropriate data for assigned students.
- Implement lessons assigned by Special Education staff.
- Assist Special Education staff in preparing lesson plans.
- Assist in the execution of goals and objectives of the IEP for identified students.
- Establish a daily teaching schedule with students.
- Modify inappropriate behavior and teach students appropriate behavior choices. Assist in teaching behavior modification and social skills.
- Maintain discipline in classroom and create a positive learning environment. Ensure a safe environment for students and staff.
- Work in collaboration with classroom and special education teachers to ensure goals and objectives are met.
- Promote positive public relations between the school and the community.
- Prepare and submit necessary reports to principal, Special Services Director, and district office as requested.
- Report any suspected child abuse cases to the supervising teacher and/or Special Services Director.
- Continue professional development through reading, course work, conference attendance, professional committee work, workshops, and interaction with educators from other districts, as required.
- Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Compose, type, and maintain routine correspondence, reports, assessments, and various other materials and projects. Submit reports and documents as deemed necessary.

- Operate various equipment to include photocopier, telephone, fax machine, computer, calculator, educational equipment, etc.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.
- Work directly with highly sensitive personnel and student information. Maintain confidentiality of work-related information.
- Perform duties in a manner consistent with safe practices and policies. Perform all duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the employee to work the assigned and scheduled shifts.
- Perform other duties as deemed appropriate and necessary.

Minimum Qualifications

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.

Education and Experience

- High school diploma or general education degree (GED). Bachelor's degree preferred; an equivalent combination of education and experience may be acceptable to the hiring authority.

Skills and Abilities

- Ability to work well with students, public entities, educational professionals, etc.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write simple correspondence.
- Ability to speak effectively before groups of students or employees of organization.
- Ability to use basic math skills.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

Certificates, Licenses, Examinations

- Successful completion of written tests and/or verbal interviews.
- Evidence that a criminal record history check and required physical examination have been conducted in accordance with South Dakota Codified Law.
- Other such examinations as deemed necessary by district.

Physical Demands and Environmental Conditions

The physical demands and environmental conditions 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.

While performing the duties of this job:

- The employee is regularly required to communicate.
- The employee is regularly required to sit and to use hands to finger, handle, or feel.
- The employee is regularly required to stand; walk; reach with hands and arms; and occasionally to stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 25 pounds.
- The employee is occasionally subject to extended working hours outside of the "regular" workday, week, and calendar year.
- Possible exposure to communicable and blood-borne diseases.
- The noise level in the work environment varies.

Performance Evaluation

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the School Board Policy GDN.