

MULVANE SCHOOL DISTRICT
JOB DESCRIPTION
INSTRUCTIONAL SPECIAL EDUCATION PARA
UPDATED 3.7.11

Purpose: The instructional paraprofessional is a team member who supports special education students under the supervision of the special education teacher.

Responsible to: Supervising Teacher, Building Principal, Special Education Director

Classification: Non-Exempt

Payment rate: According to Classified Salary Schedule

Qualifications:

1. High school diploma or equivalent.
2. Background Check
3. Health and Inoculation Certificate on file in the central office (after employment offer is made).
4. Previous experience working with children preferred.
5. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions: 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. Responsible accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to assist in facilitating the personal, social, and intellectual development of students.
2. Ability to assist in establishing a positive learning environment, and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to district guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
6. Ability to operate all classroom equipment.
7. Ability to work to implement the vision and mission of the district
8. Complete required inservice and staff development

Physical Requirements/Environmental Conditions:

1. Must work in noisy and crowded environments, with numerous interruptions.
2. Requires stooping, bending, kneeling, reaching, and turning.
3. Requires prolonged sitting or standing.

General Responsibilities:

1. Assist students in performing activities/lessons that have been initiated by the teachers.
2. Modify and adapt curriculum materials under the direction of teachers.
3. Assist in preparing instructional materials.
4. Reinforce learning with small groups.
5. Hear requests for help and observe learning and behavioral difficulties of students.
6. Assist in educational demonstrations for the class or small groups.
7. Assist in setting up learning centers.
8. Provide assistance with individualized programmed materials.
9. Escort students to other classes (art, music, and PE) as needed.
10. Work with individual students or small groups as outlined by the professional staff.
11. Support the teacher or other professional staff in various activities (music, PE, etc.)
12. Assist with supplementary work for advanced students.
13. Escort children on educational trips outside the classroom with the teacher.
14. Attend in-service meetings provided by the district. Earn at least 20 clock hours per year.
15. Perform other duties or accept responsibilities determined by the supervising teacher or building principal.

Term of Employment: At will

JOB DESCRIPTION –INSTRUCTIONAL SPECIAL EDUCATION PARA PROFESSIONAL CONTINUED...

Evaluation: Performance effectiveness will be evaluated in accordance with Provisions of Board of Education Policy

This job description was reviewed with me and I understand that nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work.

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.

Employee Signature _____ Date _____

BOE Approval _____ Date _____

Mulvane School District

PERFORMANCE APPRAISAL – INSTRUCTIONAL SPECIAL EDUCATION PARA

Employee Name: _____ **Date Hired:** _____
Period Covered by This Appraisal: _____ **Evaluator Name:** _____

PART 1: PERFORMANCE ATTRIBUTES

	Meets	Does Not Meet
<p>Job Knowledge: Knowledge of techniques, skills, equipment, procedures, and services provided. The degree of understanding the job and related functions. Demonstrates competence in required skills and knowledge.</p>		
<p>Cooperation: Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures. Interacts with internal and external customers with cooperativeness, tact and courtesy.</p>		
<p>Communication Skills: Transmits verbal and written information, ideas, and instructions so they are clearly understood. Demonstrates a level of listening skill such that customer and co-worker needs are understood and resolved. Communicates respect for and recognition of the contributions of individuals at all levels of the organization.</p>		
<p>Quality of Work: Freedom from errors and mistakes. The extent to which accuracy, clarity, consistency and thoroughness of work are demonstrated in daily work.</p>		
<p>Judgment: Makes timely, sound decisions by careful study of available facts and options. Exhibits appropriate levels of autonomy in judgment and decision making. Exercises good judgment under conditions of uncertainty and limited information.</p>		
<p>Quality of Work: The extent to which the expected volume of work is accomplished quickly and accurately. Deadlines are met. Exceeds customers' expectations.</p>		
<p>Initiative: The ability to plan work and to go ahead with a task without being told every detail, and the ability to make constructive suggestions. Self-starting and assumes responsibilities when specific directions are lacking. Able to follow through on assignments and take appropriate action with the appropriate amount of supervision for this position.</p>		
<p>Problem Solving: Identifies problems and defines alternative solutions. Analyzes alternative solutions to determine the best course of action. Considers a broad range of internal and external factors when solving problems.</p>		
<p>Reliability: The extent to which the employee can be depended upon to be willing to work, do it properly, and complete it on time. Faithfulness in coming to work daily and conforming to scheduled work hours.</p>		
<p>Time Management: The ability to prioritize and plan work and activities, to utilize time efficiently, and to set effective goals and objectives.</p>		

Performance Examples:

PART 2: COMPETENCIES

Knowledge/Skills/Abilities	Meets	Does Not Meet
<ul style="list-style-type: none"> • Assist students in performing activities/lessons that have been initiated by the teachers. • Modify and adapt curriculum materials under the direction of teachers. • Assist in preparing instructional materials. • Reinforce learning with small groups. • Hear requests for help and observe learning and behavioral difficulties of students. 		

- Assist in educational demonstrations for the class or small groups.
- Assist in setting up learning centers.
- Provide assistance with individualized programmed materials
- Escort students to other classes (art, music, and PE) as needed.
- Work with individual students or small groups as outlined by the professional staff.
- Support the teacher or other professional staff in various activities (music, PE, etc.)
- Assist with supplementary work for advanced students.
- Escort children on educational trips outside the classroom with the teacher.
- Attend in-service meetings provided by the district. Earn at least 20 clock hours per year.
- Perform other duties or accept responsibilities determined by the supervising teacher or building principal.

Meets	Does Not Meet

Performance Examples to support your ratings:

PART 3: GOALS AND OBJECTIVES

Results vs. Objectives and Significant Accomplishments

List the objectives that were in place for this year (set at last year's appraisal) in the left-hand column. For each objective, note the corresponding results in the right hand column. Where objectives do not exist (or are not clear) note the significant accomplishments of the employee's performance in the right-hand column.

Last Year's Objectives/Goals	Results or Significant Accomplishments

Objectives for Upcoming Year

Employee Signature:	Date:
Supervisor Signature:	Date:
Reviewed for Consistency:	Date:

Employee signature indicates an acknowledgment of the completed appraisal process and does not necessarily represent agreement with the supervisor's ratings or evaluative comments.

SELF APPRAISAL –INSTRUCTIONAL SPECIAL EDUCATION PARA PROFESSIONAL CONTINUED...

1. **List your most significant accomplishments or contributions during this appraisal period. How do these achievements align with your goals and/or performance objectives?**

2. **During this appraisal period, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If yes, please specify.**

3. **To which of the following would you attribute your development during this appraisal period: seminars/classes, onsite training, peer training, management coaching or mentoring, on-the-job experience, better understanding of job, other - please describe.**

4. **Describe areas you feel require improvement in terms of your capabilities. List the steps you plan to take and/or the resources you need to accomplish this.**

5. **Studies have shown that high customer satisfaction and employee satisfaction are closely linked. What are your ideas for improving the Districts employee satisfaction?**

6. **State two goals for the coming year and indicate how you plan to accomplish them.**