

JOB TITLE: **Special Education Paraprofessional**

QUALIFICATIONS:

1. High school diploma or Equivalent **and** one of the following:
 - a. Certified Nursing Assistant (CNA) credential, **or**
 - b. Score of 450 or higher on the ETS ParaPro Assessment,
or
 - c. 48 semester hours of LA DOE approved courses, **or**
 - d. Associates degree with 60 semester hours of qualified coursework.
2. At least 21 years of age
3. Good general health
4. Ability to provide direct care and academic assistance to students and assist with feeding, grooming, lifting, positioning, personal hygiene, toileting, and other activities of daily living.
5. Perform specific procedures under direction of the school nurse or licensed professional including catheterization, irrigating colostomies, tube feeding, nasopharyngeal suctioning, and irrigation.

REPORTS TO: Director of Special Education, School Principal and Special Education Teacher

SUPERVISES: None

JOB DUTIES AND

RESPONSIBILITIES: To ensure a well organized, smoothly functioning, harmonious environment where special education students can take full advantage of the instructional program and available resource materials.

PERSONAL QUALITIES:

- Devotes time and energy effectively to job.
- Demonstrates ability to work well with individuals and groups.
- Exercises good judgment when arriving at decisions.
- Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.

RELATED RESPONSIBILITIES:

- Concentrates effort in area of major responsibility.
- Is self-directed.
- Keeps abreast of current trends in education.
- Exhibits loyalty in the promotion of the district's goals.
- Completes a self-evaluation annually.
- Develops and implements Individual Growth Plan (IGP) annually.
- Reports job-related injuries within 48 hours of the incident to the Director of Human Resources. ("Job related injuries" include, but are not limited to, any accident or illness which involves loss of consciousness, restriction of work motion, or medical treatment.)

TERMS OF EMPLOYMENT: 9 Months

EVALUATION: Performance of this position will be evaluated annually in accordance with Louisiana Department of Education and Natchitoches Parish School Board policy.

PHYSICAL REQUIREMENTS:

A physical examination is required prior to beginning employment. The ability to perform all responsibilities with bilateral hand usage, bending, kneeling, lifting, reaching, standing, walking briskly to respond to student needs or emergencies, and pushing a wheelchair. Capacity for heavy lifting of 50 pounds independently and 100 pounds or more with assistance.

SPECIAL REQUIREMENTS:

Certification in CPR and First Aid within 30 days of hire.

PERFORMANCE RESPONSIBILITIES:

Essential duties and responsibilities include the following. Other duties may be assigned.

1. Performs duties under the supervision and direction of the classroom teacher and the principal, i.e., follows the health plan prescribed by the student's IEP, works with intervention groups. Duties may include providing service to the student regarding his/her personal hygiene needs, in addition to other developmentally delayed self-help skills and academic remediation.
2. Monitor children's progress to ensure the teacher's instructions are being followed and provide assistance as needed.
3. Assist the teacher with tracking student data, collecting student work evidence to support progress monitoring of IEP goals and objectives, and maintaining proper documentation
4. Has a working knowledge of computer usage and other forms of technology.
5. Duplicates and prepares instructional materials.
6. Assist teacher in non-instructional duties, i.e., meal and bus loading routines, duty, transporting and supervising students.
7. Assist teacher with control of classroom management, student behavior and discipline.
8. Demonstrates ability to communicate effectively with students.
9. Participates in appropriate staff development and in-service training.
10. Demonstrates willingness to accept responsibility.
11. Participates in the Parish crisis plan and emergency procedures established at each school.
12. Assist teacher in the day to day operations of the classroom.
13. Promote and implement Positive Behavior Support model.
14. Perform other duties as assigned by the proper authority.

PERSONAL CHARACTERISTICS:

The Special Education Paraprofessional's appearance and demeanor reveal a positive attitude and set appropriate models for colleagues and the community as evidenced by the following:

1. Maintains good attendance/reports absences to principal and teacher.
2. Reports to work on time.
3. Adheres to parish dress code.
4. Meets deadlines.

5. Promotes harmony among; teachers; students; teacher and students.
6. Accepts and supports administrative decisions.
7. Displays professional ethics on and off duty.
8. Maintains a positive attitude of promoting school and community relations.
9. Fosters good public relations.
10. Participates in harmonious working relationships with peers, parents and community members.
11. Maintains confidentiality in matters relating to students and staff.

OTHER REQUIREMENTS: Adheres to the regulations, policies, and procedures established by the State Board of Elementary and Secondary Education, the State Department of Education, and the local School Board as published in minutes, bulletins, and/or other official publications.

My signature below indicates acknowledgement of receipt of the Natchitoches Parish Special Education Paraprofessional Job Description as required by the State of Louisiana. I also understand that the job description may be reviewed annually and shall be kept on file at the Central Office with the necessary and current signature(s).

DATE: _____ PRINT NAME: _____

EMPLOYEE I.D. NO: _____ SIGNATURE: _____