

Paraprofessional – Special Education

QUALIFICATIONS:	Registered and valid Paraprofessional or Sub License Demonstrated aptitude for the work to be performed. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO:	Teacher
JOB GOAL:	To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

Essential Job Functions

- Assists and guides students to reinforce reading, language arts, mathematics, computer instruction, and other skills.
- Works with students individually and in small groups to reinforce basic learning and implement assigned programs.
- Assists professional staff in the administration and correction of classroom exercises, tests and assessments.
- Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
- Assists with record-keeping procedures to document student learning and performance.
- Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
- Assists students in non-instructional areas, such as supervising the student lunch programs, bus duty, playground duty, corridor, study hall, and other related non-instructional areas.
- Accompanies students on field trips for the purpose of assisting with supervision.
- Constructs, copies and distribute and use educational materials as needed.
- Assists teacher with parent contact as requested to foster effective and participatory parent involvement in student education.
- Assists students with special needs in all aspects of classroom instruction to maximize inclusion, learning, achievement if IEP objectives, etc.
- Participates in IEP process and serves as resource for the student personnel evaluation team as needed.
- Assist students with disabilities with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities.
- Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.
- May assist in the training of other paraprofessionals.

Knowledge, Skills and Abilities

- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed to assist students.
- Ability to understand, apply and use personal computers and software applications
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students with special needs.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to report work orally or in writing to supervisor as required.
- Effective writing and verbal communication skills.
- Perform any other related duties as assigned

TERMS OF

EMPLOYMENT: Salary and work year according to the current schedule and calendar.

EVALUATION: Performance of this position will be evaluated annually in accordance with the ESP NPEA IEA/NEA ESP Agreement.