

## **Paraprofessional – Special Education**

<b>QUALIFICATIONS:</b>	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.
<b>REPORTS TO:</b>	Teacher
<b>JOB GOAL:</b>	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.