



Special Education Paraprofessional Job Description

July 2025

Immediate Supervisor	Director of Special Services	Work Day	Student Contact Days (additional hours for back to school workshop and monthly meetings)	FLSA Status	Non-Exempt
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Position Summary:

The Special Education Paraprofessional supports the instructional and behavioral programming of students with disabilities under the direction and supervision of certified special education teachers and other professional staff. This role assists in implementing individualized education plans (IEPs), provides academic and behavioral support, and helps ensure a safe, inclusive, and productive learning environment. The paraprofessional works closely with students individually or in small groups to foster independence, support learning goals, and promote social-emotional development.

Essential Duties and Responsibilities:

- Assist students individually or in small groups to reinforce learning of material or skills initially introduced by the teacher.
- Support the implementation of Individualized Education Programs (IEPs) and behavior intervention plans under the guidance of special education staff.
- Monitor and document student progress, behavior, and engagement; communicate relevant observations to the supervising teacher or case manager.
- Assist with personal care needs of students, including feeding, toileting, mobility, and hygiene, as needed.
- Support students in general education classrooms, special education classrooms, or community settings such as field trips.
- Help create and maintain a safe, positive, and inclusive classroom environment.
- Adapt instructional materials and strategies under the supervision of the teacher to meet diverse student needs.
- Accompany and support students during transitions between classes, activities, and bus loading/unloading.
- Implement de-escalation techniques and crisis intervention strategies, when required, in accordance with training and school policies.
- Participate in team meetings, professional development, and training sessions as required.
- Maintain confidentiality of student records and respect the privacy of students and families at all times.

Work Requirements and Characteristics

Education and Experience	Skill Requirements
• At least two years of college credits (60 credits) through an accredited institution of higher education; or	• Ability to establish positive, supportive relationships with students, staff, and families. • Strong verbal and written communication skills to effectively interact with students and team members. • Patience, empathy, and a calm demeanor when working with students who have diverse needs and behaviors. • Basic understanding of child development, learning differences, and behavioral support strategies. • Ability to follow instructions, implement plans, and carry out individualized accommodations and modifications.

• An associate's degree or higher; or • A passing score on an approved, formal assessment (i.e. ParaPro); or • Meet the competencies listed in the MDE approved competency grid.	• Proficiency in using classroom technology, such as tablets, computers, and assistive devices. • Capability to lift, move, or assist students with physical disabilities or mobility needs (if applicable). • Effective problem-solving and critical-thinking skills, especially in high-pressure or unexpected situations. • Flexibility and adaptability to changing classroom situations and student needs. • Commitment to maintaining confidentiality and adhering to ethical and legal standards in special education.
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Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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Approval

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

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Employee Signature	Date
_____	_____
Direct Supervisor Signature	Date
_____	_____
Human Resource Specialist Signature	Date