



Immediate Supervisor	Elementary Assistant Principal	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 General Education Behavior Paraprofessional supports instructional and behavioral programming of students. This role assists in providing 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 and behavioral goals, and promote social-emotional development.

Essential Duties and Responsibilities:

- Assist students individually or in small groups to reinforce behavioral expectations initially introduced by the teacher.
- Support the implementation of behavior intervention plans under the guidance of general education staff.
- Monitor and document student progress, behavior, and engagement; communicate relevant observations to the supervising teacher or behavior team.
- Respond to teacher requests for supporting students in general education classrooms.
- Help create and maintain a safe, positive, and inclusive classroom environment.
- Adapt materials and strategies under the supervision of the teacher to meet diverse student needs.
- 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.
- Participate in before and after school duties to ensure a positive student transition experience from home to school.
- Other duties as assigned.

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