

**PASS CHRISTIAN PUBLIC SCHOOL DISTRICT**

**PARAPROFESSIONAL-SPECIAL SERVICES  
(Teacher Assistant-Special Education)**

**MSIS COURSE/WORK CODE(S):**

131015 – Paraprofessional – Special Services – Responsible for assisting a certified Special Education teacher implement the IEP's for students with disabilities.

Required Endorsement(s): None

**QUALIFICATIONS:**

1. 60 hours of college coursework and/or Associate's Degree,
2. Demonstrates aptitude for work to be performed,
3. Good communication skills, good work ethic, responsible and punctual, and
4. Such alternatives to above as Board may find appropriate and acceptable.

**REPORTS TO:**

Teacher, Principal, Special Education Supervisor, and/or Designee

**JOB GOAL:**

To assist a certified Special Education teacher implement the IEPs for students with disabilities while helping support a well-organized, efficient class environment in which students can take full advantage of the instructional program, and as needed, to assist students with disabilities with their personal care and physical needs, including health, hygiene and mobility, etc.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists as directed in improving class environment.
2. Operates within school district policies and procedures.
3. Promotes a positive image of the school district program to the public.
4. Provides an effective role model for students.
5. Works harmoniously with staff and students.
6. Contributes to the development and implementation of a successful instructional program.

7. Provides direct personal care to students to maintain proper health and hygiene.
8. Works with students' fixed daily schedules.
9. Assists as directed in helping with students' mobility and provides for their safety as they travel around the school campus.
10. Provides support for students' individual physical needs.
11. Assists in the lifting and moving of students as is appropriate.
12. Uses appropriate lifting techniques **when required** to lift students.  
**Addendum: Guidelines for Lifting Students Who are Non-Ambulatory**
13. Participates in parent-teacher conferences as needed.
14. Attends and participates in required in-service training programs.
15. Performs other such duties and responsibilities as the Teacher, Principal, Director of Special Education, and/or Designee may assign from time to time.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to talk and hear; use hands and fingers to steer, handle, or feel; reach with hands and arms; lift, bend, crawl, crouch, kneel, stoop, reach, and climb. Must be able to repeatedly lift in excess of 30 pounds. Must be able to sit, stand, and/or move for extended periods to perform required job duties as required by the nature of the business that is supported.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working conditions are normal for a teaching assistant in a special education environment/classroom setting. Exposure to repeated lifting of students, lifting in excess of 30 pounds, exposure to changing temperatures inside and outside, exposure to various medical equipment necessary to support students' personal needs, exposure to occasionally loud noises, to include but not limited to, facility

bell and alarm systems.

**OTHER:**

- This job description does not represent an inclusive list of all duties encompassed in this position, but rather serves as a tool to assist the employee in this position. The existence of this job description, or any other job description, does not in any way negate the “at will” employment status.

**TERMS OF EMPLOYMENT:**

Salary, workday, and work year to be determined by the Board of Trustees.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of Board policy on evaluation of support staff.

**APPROVED BY:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**REVIEWED AND AGREED TO BY:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**REVISED APRIL 2013**  
**REVISED APRIL 2016**  
**REVISED MAY 2016**