

## **JOB DESCRIPTION: SPECIAL EDUCATION PARAPROFESSIONAL**

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

### **JOB TITLE: SPECIAL EDUCATION PARAPROFESSIONAL (SUBSTITUTE)**

Other job titles that paraprofessional may be known by include (but are not limited to): Paraeducator, Aide, Education Technician, Teacher Aide, Instructional Assistant, Classroom Assistant, Education Assistant, Learning Support Assistant, and Teaching Assistant

### **QUALIFICATIONS:**

1. Meets state requirements for education qualifications.
2. Ability to lift materials and supplies, as well as assist in the implementation of an instructional support program with students of varying ages and sizes.
3. Has effective organizational, communication, and interpersonal communication skills.
4. Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
5. Maintain student and school personnel confidentiality.
6. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.
7. Manifests a positive role in school and community relations.
8. Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Educational Staffing.
9. Dress in a safe and appropriate manner as described in the KES Standards of Professional Conduct.
10. Must successfully complete KES special education training (and school specific training, if applicable) prior to accepting/filling special education paraprofessional assignments.

### **REPORTS TO AND SUPERVISED BY:**

School Principal and/or Assigned District/School Teacher. Kelly Paraprofessional will receive day-to-day and all classroom-specific instruction from the District/School.

### **JOB GOAL:**

To assist, support, and work closely with supervising district/school teachers, administrators, and other team members in providing educational benefit for special education students.

Dependent upon assignment, but always under direct supervision of District/School employees, this role may be working directly in a special education classroom, working in a general education classroom or environment, and/or working one-on-one with a student or small group of students.

### **SCOPE OF RESPONSIBILITY:**

Substitute Paraprofessionals work at all times under direction and supervision of District/School professional employees. District/School employees are responsible for developing curriculum, planning instruction, evaluating academic and behavior progress, developing goals and objectives, providing day-to-day supervision of the Substitute Paraprofessional, ensuring classrooms are adequately staffed, and communicating progress to parents.

In the absence of the full-time paraprofessional, the Substitute Paraprofessional provides classroom assistance to special needs students and to the assigned District/School teacher, who has ultimate responsibility for designing and implementing educational programs, activities and services.

The District/School teacher prepares the lessons, plans the instructional support activities the Substitute Paraprofessional carries out, and evaluates the achievement of the students with whom the Substitute Paraprofessional is working; and the Substitute Paraprofessional works in close and frequent proximity and under the direction and guidance of the supervising District/School teacher(s). Under the guidance of the classroom teacher, the KES Substitute Paraprofessional must:

- a) Allows all students to see the on-site nurse or visit the school clinic if and when they request to do so. The KES Substitute Paraprofessional should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.
- b) Allows all students to use the restroom if and when they request to do so. The KES Substitute Paraprofessional should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.

**UNACCEPTABLE DUTIES/RESPONSIBILITIES:**

As a support role, KES Substitute Paraprofessional employees should not:

- Have sole supervisory responsibility for the duration of the school day assignment.
- Prepare lesson plans.
- Use corporal punishment.
- Develop curricular materials.
- Provide direct instruction in place of a teacher.
- Introduce new content or skills.
- Assign grades to students.
- Give students a final grade and/or determine whether a student should pass or fail.
- Sole responsibility for contact with a parent to discuss a student's IEP, progress or placement decision.
- Serve as substitute teachers.

For the physical safety of the students and/or the KES Substitute Paraprofessional and to avoid KES being held liable for injuries, the following duties shall not be performed:

- Administering medication.
- Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
- Sole supervision of a playground.
- Sole supervision for releasing a student(s) onto a school bus or other vehicle.
- Transporting students in a motor vehicle.
- To be alone with a student in a private setting (this includes In-house teaching, visiting a student's home for any reason, and/or assignments without on-site supervision from district/school personnel).

Additionally, KES employees should not be placed on special education/needs assignments that require a KES employee to perform the following duties:

- Physical restraint of a student (unless led and directed by classroom teacher).
- Administering feeding or breathing tubes.

In this role supporting the Special Education environment, the KES employee may be required to physically move or touch a student as part of executing their responsibilities. In the event KES Substitute is assigned to a special needs position where the job requires physical contact—that contact must be age-appropriate, must be performed at the direction of or under the direct supervision of District/School personnel, and must be directly related to the duties of the position and/or situationally appropriate.

I have reviewed and read a copy of the KES Special Education Paraprofessional (Substitute) job description. I agree that this job description accurately describes the duties and responsibilities of the KES Special Education Substitute Paraprofessional.

I understand that we are to immediately notify KES of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. We further understand that no changes may take effect until KES has formally agreed to the proposed change.

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Name of School District (Printed)

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Name (Printed)

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Title (Printed)

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Signature

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Date