

Job Description

Paraprofessional

Qualifications

The paraprofessional must have excellent communication skills, and the ability to work with children, faculty and the general public in a diplomatic, friendly and efficient manner.

Candidates who meet the following paraprofessional requirements of the Elementary Secondary Education Act may be considered:

- 60 college credit hours
- Associate's degree or higher
- Missouri ParaPro Assessment passing score (before September 23, 2013),
- Missouri Paraprofessional Assessment passing score (after September 23, 2013), or
- Completed Missouri's 20-hour online substitute training program with intent to pass the ParaPro or Paraprofessional Assessment.

Candidates with a minimum of 60 college hours are preferred.

Position Classification

Support Staff

Fair Labor Standards Act

Non-Exempt

Supervisor:

Paraprofessional will be supervised by the Building Principal and Lead Teacher. (In addition, the Building Principal may collaborate with the Director of Special Education as needed.)

Position Summary:

The role of the paraprofessional is to provide additional support in the classrooms and during school activities where students with diagnosed moderate to severe educational disabilities are served. The paraprofessional's goal is to assist in providing a well-organized, smooth functioning, positive classroom environment in which all students can take full advantage of the instructional program and available resource materials. The paraprofessional will possess good people skills, flexibility, be a self-starter, and have the ability to adjust to change.

Duties and Responsibilities:

- Collaborate with and assist the Lead Teacher in instruction and supervision across all settings including implementation of special strategies for reinforcing skills based on the special needs and abilities of each student with respect to individual differences and maintenance of supportive and inclusive environments.
- Assist with the preparation of instructional resources and strategies designed to support the individual needs of each student .

- Carry out work responsibilities effectively under pressure of deadlines, difficult situations, interruptions, and emergency situations. Perform routine instructional and non-instructional support tasks including classroom transition times, meal times, use of adaptive/assistive equipment and toileting/self-care.
- Assist the teacher in administering appropriate screenings and assessments, collecting work samples, maintaining and documenting student performance through anecdotal notes, and other data collecting and reporting as instructed by the Lead Teacher
- Model positive behavior and a calm demeanor by utilizing appropriate language, interactions, and positive discipline.
- Continuously monitor students to ensure safety at all times, and report child abuse and neglect.
- Maintain all confidentiality requirements regarding all matters pertaining to students, parents, parent communications, and/or classroom activities, and direct any questions or concerns from the parent to the Lead Teacher.
- Perform other duties as assigned by the Principal, Assistant Principal, classroom teachers, Process Coordinators and other service providers and/or specialists.
- Actively participate in required trainings, including CPI training, and inservice hours each year to facilitate continued professional growth.
- Appropriately supervise students before, during, and after school as needed.

Physical Requirements:

The physical requirements 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 of the position.

- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee may frequently lift and/or move materials and/or students which can weigh as much as 50 pounds. On occasions when lifting loads heavier than 50 pounds is required, it is expected that two or more people would be utilized to lift the load.
- While performing the duties of this job, the employee is regularly required to talk, hear, and see.
- Specific vision requirements include the ability to see at close and far range with or without vision correction.
- Specific hearing requirements include the ability to hear within normal limits with or without the use of hearing aids.
- Fine hand manipulation (keyboarding, fine motor tasks).
- The employee may be required to travel to and work at multiple agency locations if necessary. Transportation time may be spent commuting between sites and assisting with student supervision and participation in school events and activities.
- The employee may have to work with physically aggressive, disruptive students who may bite, kick, punch and/or throw objects.

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.

- Inside classroom/school settings, outdoors in a variety of settings and weather conditions.
- The noise level in the work environment can be moderate to high.
- Some students may display aggressive/assaultive behavior, including but not limited to biting, kicking, punching and/or throwing objects, utilize profanity, or attempt to destroy property.
- Some students will require assistance from the paraprofessional for many or all personal care tasks.

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