



Position Title: Special Education Paraprofessional – ASD Classroom
Reports To: Director of Special Education
Salary: Per VBEST Bargaining Agreement
Date Posted: December 20, 2017

General Duties and Responsibilities

Assist teacher in initiatory and participatory activities that occur in the training/teaching/learning process along with other non-instructional activities. Must be willing to be trained in crisis intervention and physical restraint, and be willing to use it with students for acts of physical aggression toward themselves and/or others.

Typical Duties

Duties will include, but are not limited to, the following:

1. Academic Supervision
 - a. In the classroom for instructional and non-instructional activities.
2. Activities Supervision
 - a. Attending field trips with special education teacher during school hours.
 - b. Supervising craft and art activities..
3. Behavioral Management
 - a. Within classroom.
 - b. During outside activities.
4. Non-Instructional
 - a. Lunch supervision.
 - b. Bus duties, i.e. escorting student to and from transportation daily.
 - c. Maintaining teacher materials/equipment, i.e., running off ditto materials for teacher.
 - d. Toileting assistance as necessary.
5. Other duties deemed necessary by the teacher or supervisor.

Minimum Experiences and Qualification Requirements

1. Highly qualified (Associates Degree preferred).
2. Previous experience working with young children or parenting.
3. Must be flexible and sensitive to needs of exceptional children.

Building and Hours

- Haggerty Early Childhood Development Center
- 19 hours per week

Apply: www.vanburenschools.net under Employment Opportunities

Application Deadline: Until filled