Students First
Inspire, Educate, Celebrate
DEARBORN SCHOOLS

PROFESSIONAL STAFF POSITIONS

Title:	Paraprofessional/Instructional for Special Education
Reporting Relationships:	1. Teacher 2. Principal 3. Special Education Coordinator 4. Special Education Director
Terms of Employment:	10 months, DFSE
Evaluation:	Annually

Primary Function

Provide the classroom teacher with assistance in the implementation of individualized educational plans for students.

Qualifications

1. Complete at least two years of study at an institution of higher education (equal to 60 semester hours); or Obtain an associate's degree (or higher)
2. Ability to lift or physically assist students.
3. Possess good voice quality and articulation.
4. Preference may be given for previous work experience in education or for education beyond high school.

Assigned General Responsibilities

1. Provide assistance to the teacher in the special education and/or regular education classroom, cafeteria, and on the playground as determined by the teacher.*
2. Act as an attendant to students who must move from the classroom to another area of the building.*
3. Provide assistance in meeting the physical (including toileting), emotional, nutritional, and management needs of students.*
4. Provide assistance, at the direction of the teacher, to the student(s) who need(s) one-on-one or small group instruction.*
5. Assist the teacher in preparing and/or duplicating classroom materials, grading of work, record keeping, and other related activities. *
6. Assist in maintaining confidentiality of student information and records.*
7. Facilitate implementation of the program/service as detailed in the individualized education plan in any manner as determined to be necessary by the teacher, principal, or Special Education Coordinator.*
8. Assist children, under the direction of the teacher, off the bus, into the classroom and back on to the bus.*
9. Perform lifting and transferring tasks as needed. Assist in activities for daily living (ADL) which relate to showering.*
10. Assist the teacher in supervision and instruction in structured swimming, water and recreational activities.*

11. Accompany the teacher and students on field trips and special events to help care for needs of students.*
12. Maintain behavioral logs and records.*
13. Perform other related duties as may be assigned by the teacher, principal, Special Education Coordinator, or Director of Special Education.

*indicates essential functions of the job