

ROCKY HILL PUBLIC SCHOOLS
JOB DESCRIPTION
Special Education Paraprofessional

QUALIFICATIONS:

1. High school graduate; two years or 60 credits of college preferred and /or a passing score on the Para Pro test.
2. Good interpersonal skills and the ability to work as a member of a team.
3. Excellent communication skills.
4. Basic computer skills.
5. Ability to work well with students.
6. Ability to problem solve and work independently.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Building principal, and the Supervisor of Special Education.

JOB GOAL:

To assist teachers and other professionals to provide appropriate instructional, self help, social and behavioral support to special education students to enhance student skill development, independence and access to the general education classroom and curriculum. Paraprofessionals may work in a special education classroom, general education classroom, community worksite or other areas.

PERFORMANCE RESPONSIBILITIES:

1. Work with individual students or small groups of students to reinforce learning skills initially introduced by the teacher or other professional.
2. Follow through with IEP objectives in academic areas, related services and the development of individual skills.
3. Carry out instructions furnished in written, oral or diagram form.
4. Assist in the development of independent skills through self-care activities such as toileting, clothing routines and personal hygiene.
5. Assist with large group activities in the general education classroom.
6. Implement behavior management techniques in accordance with student specific written plans and directions.
7. Gather, record and organize pertinent data, as needed and directed.
8. Help students use equipment and materials appropriately.
9. Assist with the supervision of students during emergency drills, assemblies, lunch, recess, field trips, and community activities as assigned.
10. Strictly adhere to confidentiality requirements regarding all matters pertaining to students, parents, and /or staff.
11. As applicable, assist with job coaching at community sites.
12. Perform clerical duties as appropriate to relate to specific student needs.
13. Maintain appropriate workplace decorum including to adhering to schedule as outlined.
14. All other duties as assigned by supervisor.

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed to assist students.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel).
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students with special needs.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to report work orally or in writing to supervisor as required.
- Effective writing and verbal communication skills.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

- Works in standard office and school building environments.
- Ability to work outdoors during outdoor student activities.

TERMS OF EMPLOYMENT:

As agreed to by the Rocky Hill Educational Paraprofessional contract

EVALUATION:

Performance of this job will be evaluated in accordance with non-certified evaluation procedures.

FSLA STATUS: Non-Exempt