ROCKY HILL PUBLIC SCHOOLS

Nurturing the Future

Special Education Paraeducator

Qualifications:

1. High school diploma or equivalent required.
2. Two years (60 credits) of college coursework preferred and/or passing score on the ParaPro Assessment.
3. Strong interpersonal skills and ability to work collaboratively as part of a team.
4. Excellent written and verbal communication skills.
5. Proficiency with basic computer applications.
6. Demonstrated ability to work effectively with students of diverse backgrounds and abilities.
7. Strong problem-solving skills and ability to work independently when needed.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Building Principal and Director of Special Education and Pupil Services

Job Goal:
To support teachers and other professionals in providing appropriate instructional, self-help, social, and behavioral support to special education students. This position enhances student skill development, independence, and access to the general education classroom and curriculum.

Performance Responsibilities:

1. Work with individual students or small groups to reinforce learning skills initially introduced by the teacher or other professional.
2. Implement IEP objectives in academic areas, related services, and individual skill development.
3. Follow instructions provided in written, oral, or visual formats.
4. Support the development of independent living skills through self-care activities including toileting, dressing, and personal hygiene.
5. Provide assistance during large group activities in general education classrooms.
6. Implement behavior management techniques in accordance with student-specific written plans and professional direction.
7. Collect, record, and organize pertinent student data as needed and directed.
8. Assist students in the appropriate use of equipment and materials.
9. Supervise students during emergency drills, assemblies, lunch periods, recess, field trips, and community activities as assigned.

10. Maintain strict confidentiality regarding all matters pertaining to students, parents, and staff.
11. Provide job coaching at community sites when applicable.
12. Perform clerical duties as appropriate to support specific student needs.
13. Maintain professional workplace conduct and adhere to the assigned schedule.
14. Perform other duties as assigned by supervisor.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Knowledge, Skills, and Abilities:

1. Ability to follow instructions provided in written or oral form.
2. Proficiency in basic mathematical operations (addition, subtraction, multiplication, division) to assist students.
3. Competency with personal computers and software applications (e.g., Microsoft Word, Excel).
4. Ability to work effectively with diverse populations.
5. Commitment to maintaining confidentiality of information regarding students, employees, and others.
6. Ability to establish supportive and compassionate relationships with students with special needs.
7. Ability to establish and maintain cooperative working relationships with students, staff, and others.
8. Effective oral and written communication skills.
9. Ability to report work progress to supervisor as required.

Physical and Mental Demands, Work Hazards:

1. Work is performed in standard office and school building environments
2. Requires ability to participate in outdoor activities with students
3. May require physical assistance with student mobility.

Terms of Employment:

As agreed between the Rocky Hill Educational Secretaries Local 424-87 and the Board of Education.

Evaluation:

Performance in the position will be evaluated in accordance with non-certified evaluation procedures.

FLSA Status: Non-exempt