



SARTELL-ST. STEPHEN PUBLIC SCHOOLS JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Special Education Paraprofessional	Department: Special Education	FLSA Status: Non-Exempt
Immediate Supervisor: Building Principal	Date Created: 1/2011	Date Revised:
Union Status: MSEA	Pay Grade: 390	

Job Summary:

Special Education Paraprofessionals provide assistance, under classroom teacher direction, to students identified with special needs by helping them stay on task, complete assignments, maintain acceptable behavior, and function in daily living and job skills.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES (The following duties are considered representative of the relative nature and level of the work. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.)

% of Time	Essential Functions:
25%	1. Implement classroom adaptations as specified by a student's Individual Educational Plan (IEP) while working closely with Special Education staff.
25%	2. Monitor and redirect students in school environment to follow the direction given by all adults. This includes, but is not limited to assisting students with classroom assignments, monitoring classroom behavior as appropriate and participation in activities written into the students IEP (ie swimming, fieldtrips)
10%	3. Assist students with various organizational skills, such as keeping subject materials organized, homework assignments, lockers and daily check-in/out. Some positions may require transportation of students to job/volunteer sites for occupational/ job skill building as stated in the IEP.
10%	4. Assist students with personal hygiene and activities of daily living as needed. This may include but is not limited to diapering, clothing changes, assistance with showers, feeding and oral hygiene. Transferring students (to/from chair, stander, changing table, etc.) and performing therapy exercises, which may include swimming (under the guidance of a trained therapist) is also required for some students.
10%	5. Monitor and manage student behavior and take appropriate action if students begin to exhibit inappropriate or unwanted behaviors.
10%	7. Responsible for general student supervision through out the day. This includes, but is not limited to areas such as hallways, breakfast, bus loading/unloading zones, outdoor recess, specialist areas and the media center.
10%	8. Works to establish and maintain open communication with all educational team members and informs IEP team of any problems concerning the student. Maintains confidentiality of all protected information.
	9. Performs other duties of a comparable level/type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: <u>Minimum education</u> required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma or GED	Major field of study or degree emphasis:		
X	High school diploma			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Some positions require basic computer knowledge Some positions require knowledge in math, science and other academic subject matter as assigned or required 		
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: None				
LICENSE/ CERTIFICATION		Identify licenses/certification required:		

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> Skill in reading, writing and speaking English proficiently. . Skill in employing interpersonal and conflict resolution skills in dealing with students Skill in working effectively with children with special needs, children of various ability levels, and with diverse personalities Skill in developing and maintaining effective working relationships with supervisors, co-workers, other staff and students
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		0
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Some students can become physically violent. This can include but is not limited to hitting, kicking, biting and scratching.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities (see FJA)				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job. May be required to sitting on the floor, kneel and/or crouch down to child's level and perform hand-on motor activities directly with students. May also be required to remain within 1-2 feet of child(ren) at all times for safety. This would include the playground and potentially required to run, walk long distances and swim with students in some positions. See Functional Job Analysis done specifically for this position for a more accurate physical demand list.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 9/2010 by BCC.

Date Board Adopted: 1/2011

