



# SPRING LAKE

---

## PUBLIC SCHOOLS

### Instructional/Special Education Parapro Job Description

#### General Job Responsibilities:

- Under direction of the principal and/or special education teacher
- Supports the teacher and students
- Lead and/or support students 1:1 or in small group instruction
- Work with teacher to ensure materials are prepared
- Student behavior support
- Support students in core academic and behavioral learning, and social and emotional skill development
- Assist students with special needs
- Knowledge of behavioral strategies
- Work closely with teachers to collaborate on accommodations and IEP requirements
- Successfully work in a team environment
- Able to be flexible and adjust quickly to the needs of the day
- Provide behavioral and academic assistance to students, under the direction of the special education teacher (s)
- Provide prompting and redirection for engagement in academic tasks and other school activities
- Develop positive relationships with students and staff
- Effectively follow class management procedures, as well as individual behavior plans
- Assist the teacher in organizing and preparing classroom material
- Assist with student hygiene needs, as needed
- Other duties as assigned

#### Physical Requirements and Working Conditions:

- **Reaching:** Extending hand(s) and arm(s) in any direction
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles
- **Grasping:** Applying pressure to an object with the fingers and palm
- **Talking:** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or import spoken instructions must be conveyed to other workers accurately, loudly, or quickly
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound
- **Repetitive motions:** Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Employee is subject to environmental conditions
- Employee should provide consistent and reliable attendance