

Job Description Form	
Job Title	Date
Special Education Support Professional (Paraprofessional)	Created/updated on: 9/10/2024
Department/Business Unit	Supervisor
Special Education	Building Principals or Special Education Director
Purpose of Job (how it contributes to department's objectives)	
Under the direction of a building administrator and guidance of licensed staff, the special education support professional (paraprofessional) will provide assistance to students with disabilities so they may access the curriculum and benefit from their educational placement in special education.	
Responsibilities	
- Assist the special education teacher in implementing each student's Individual Educational Plan (IEP) goals and accommodations - Assist students with disabilities with physical elements of hygiene including diapering, feeding, clothing, grooming, etc. - Assist in physically transferring/lifting students to and from their wheelchairs or other equipment for busing, school, and/or community activities - Provide medical cares such as tube feeding, suctioning, medicine administration etc. once trained from the school nurse - Assist with behavior management programs and crisis intervention plans which may include physically restraining students once trained - Encourage independence while also monitoring student safety and the safety of others - Maintain communication with teacher regarding schedules, data tracking, student progress, and problem solving on a daily basis - Maintain confidentiality of student records and classroom information in accordance with legal requirements and policies	
Job Qualifications (list the minimum education, formal training, skills and experience required)	
- High School Diploma/GED - Previous experience working with children preferred 2-year degree or a passing score on the Para Pro test preferred	
Physical Job Requirements	
- Position requires the ability to run when needed to intervene for student safety - Position involves bending, stooping, and kneeling while working with students - Position involves extended periods of time on feet - Position involves lifting up to 40 lbs - Position involves listening, speaking clearly, and visual acuity - Position involves physical restraining of students once trained in specialized physical restraint procedures - Position requires knowledge of basic academic subjects/basic developmental activities	
This job description is not intended to be all-inclusive, and the organization reserves the right to revise or change job duties as the need arises.	