

# SPECIAL EDUCATION PARAPROFESSIONAL



<b>Department:</b>	Special Education/Educational Learning Centers
<b>Reports To:</b>	Site Administrator
<b>Group/FLSA Status:</b>	Direct Student Staff (DSS) / Non-Exempt
<b>Revised:</b>	8/3/2023

## **SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Special Education Paraprofessional works under the day-to-day direction of certified teachers to carry out a variety of instructional and/or support duties and assist in maintaining appropriate and safe learning environments for children with special needs (medical and/or disability) in special education settings.

## **ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Guide and assist students in implementation of lessons, activities, daily living skills, technology tasks and similar under the direction of certified staff;
- Individually or in small groups of students, reinforce and re-teach concepts and skills introduced by certified staff;
- Observe, record, and collect data on student behavior and academic progress as directed by certified staff;
- Implement positive reinforcement systems as trained and directed by certified staff;
- Assist certified staff with implementation of the student Individualized Education Plans (IEP) and Behavioral Intervention Plans (BIP);
- Implement accommodations and modifications as indicated by the IEP;
- Assist students with activities of daily living including toileting, dressing, grooming, eating and similar activities;
- Support the development of student communication skills and assist with augmentative and alternative communication supports as directed by certified staff including the Speech Language Pathologist;
- Keep students on task and use redirection techniques for individual and groups of students;
- Monitor student behavior in classrooms, hallways, bathrooms, lunchrooms and other school environments and intervene as trained and directed by certified staff;
- With training and under the supervision of School Nurse and certified staff accompany, support and carry out health plans with medically fragile students;
- Assist in transferring, positioning and mobility needs as directed by the physical therapist, occupational therapist and other certified staff;
- Willing and able to physically restrain students with help of others if a student's behavior escalates to a potentially dangerous level;
- Facilitate interaction between students and model, reinforce and re-teach social skills concepts;
- Maintain clean and safe work environment;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Paraprofessional;
- Ability to demonstrate confidentiality;
- Ability to physically restrain a student with help of others if a student's behavior escalates to a potentially dangerous level;
- Ability to establish and maintain effective working relationships with students and SWWC staff;
- Ability to handle every day, reoccurring basic assignments and problems;
- Ability to apply regular and repetitive procedures;
- Ability to read, interpret and collect basic workplace data;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to communicate positively about the agency at all times;
- Ability to work with students individually and work in small groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

## **EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- High School Diploma or GED.

**LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

**PARAPROFESSIONAL LEVEL 1**

- To be considered highly qualified, Paraprofessionals must provide:
  - Proof of meeting the requirements set forth below:
    - A minimum of 60 semester credits or the amount required to complete two years of full-time enrollment as determined by the higher education institution, **OR**
    - An Associate's (or higher) degree, i.e. AA, AS, AAS degree, **OR**
  - Passing score (80% or better) on SWWC Level 1 skills assessment by the end of the introductory period; and
  - Successfully passing the Para Educator test through Master Teacher Master Teacher test.
- Proof of Professional Care Assistant (PCA)/CFSS certification; new paraprofessional must be certified within two weeks of hire date; and
- Successfully obtain PCM certification through training provided by SWWC.

**PARAPROFESSIONAL LEVEL 2**

- Must be considered highly qualified as a Level 1 Paraprofessional for at least 1 year;
- Passing score (80% or better) on SWWC Level 2 skills assessment;
- No unexcused absences within previous year;
- Performance evaluation of proficient in all areas within previous year;

**SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under the supervision of the Site Administrator of Educational Learning Centers with general direction from certified staff;
- No supervisory responsibilities.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- Business travel may be required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is medium work requiring the exertion of over 60 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.*