



THOMASTON BOARD OF EDUCATION
Thomaston, Connecticut

Position Description

JOB TITLE:	Paraprofessional (Special Education)
DEPARTMENT:	Special Education
REPORTS TO:	Director of Pupil-Personnel Services and School Principal

POSITION SUMMARY/PURPOSE

To assist certified professional staff with special education students in the classroom.

ESSENTIAL FUNCTIONS

- Assist and guide special education students as assigned by certified professional staff.
- Work directly with students individually and in small groups as assigned by certified professional staff.
- Assist students in non-instructional areas, such as supervising the student lunch programs, bus duty, playground duty, corridor, study hall, and other related non-instructional areas.
- Assist students with physical or mental disabilities with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities.
- Assist certified professional staff in the administration of behavior management plan for each student.
- Serve as resource for the student personnel evaluation team as needed.
- Accompany students to and from other parts of the school building or other facilities as assigned.
- Participate in meetings and school/district committees.

ADDITIONAL DUTIES:

- Perform other related tasks as assigned by the Director of Pupil Personnel Services, the School Principal and other administrators as designated by the Superintendent.

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

EQUIPMENT:

- Standard office and classroom equipment.

TRAVEL:

- Travel to/from school district buildings and professional meetings as required.

WORK SCHEDULE:

- As assigned.

JOB KNOWLEDGE, SKILL REQUIREMENTS, AND DESIRED ATTRIBUTES

- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, and perform complex arithmetic operations.
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to work outdoors as assigned.
- Ability to provide functional student maintenance activities like assisting students with toileting, and feeding.
- Ability to lift, move and reposition students without assistance.
- Ability to follow all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.
- Ability to direct and/ or redirect all parent communications to appropriate certified professional staff.

EDUCATION:

- As required for Paraprofessionals by the Connecticut State Department of Education and the State of Connecticut.
- At least twelve (12) Early Childhood Education (ECE) credits through an approved post-secondary institution or equivalent preferred.

EXPERIENCE:

- Prior experience in a similar work environment preferred.
- Prior experience working with special needs children preferred.

FLSA STATUS:

Non-exempt

DISCLAIMER:

This job description conforms to EEO and ADA requirements. This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised: September 2017