



## TOPPENISH SCHOOL DISTRICT

### JOB DESCRIPTION

**TITLE:** Paraprofessional – Special Education

**TITLE OF IMMEDIATE SUPERVISOR:** Principal/Supervisor

**WORK DAYS:** As Assigned

**HOURS PER DAY:** As Assigned

**BARGAINING UNIT:** Public School Employees (PSE)

#### **DEFINITION OF POSITION:**

Assists the teacher in achieving supplemental instructional objectives by working with individual students or small groups that will include an Individual Education Plan (IEP). Assists the teacher in providing an environment in which students take full advantage of the instructional program and available resource materials. Under general supervision, the paraprofessional will be required to work cooperatively with district personnel and students and must meet and deal with the public in a manner that represents the school district favorably.

#### **TYPICAL WORK:**

1. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on individual student needs, interests, and abilities.
3. Operates and cares for equipment or instructional materials assigned by teacher.
4. Distributes and collects food, supplies, workbooks, papers and equipment, including technology for supplemental instruction.
5. Guides independent study, enrichment work and remedial work set up and assigned by the teacher for the purpose of supplemental instruction.
6. Assists with the supervision of students during lunch periods, emergency drills, assemblies, play periods, field trips, and bus arrival and departure as assigned.
7. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for students.
8. Assists with such large group activities as drill work, reading aloud and storytelling.
9. Alerts the teacher to any problem or special information about an individual student.
10. Supports teachers in meeting the instructional, educational, behavioral, and social emotional needs of students with disabilities in the classroom (in-person) and community.
11. Provides small group and/or individualized instruction to students with disabilities in accordance with the students' IEP and the supervising teacher's lesson plans.

12. Implements Behavior Intervention Plans for students with disabilities.
13. Communicates proactively with teachers to inform them of student issues and conversations with parents.
14. Monitors students' movement throughout the building to other classrooms, learning areas and cafeteria.
15. Assists students with assistive technology devices, including communication devices, switches and orthopedic devices needed for sitting, walking, or standing.
16. Required to have prompt, regular attendance.
17. Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
18. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of certificated staff.
19. Assists students with personal hygiene/daily living skills such as toileting, feeding, lifting and mobility when necessary.
20. Participates in in-service training programs as assigned.
21. Uphold TSD Board Policies, follow administrative procedures, and enforce school rules.
22. Performs other appropriate duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED **and** two years of study at an institution of higher education **or** an Associate's Degree or equivalent – 72 quarter credits or 48 semester – **or** a passing score of 455 or higher on the Educational Testing Service (ETS) ParaPro Assessment as documented by official ETS ParaPro Assessment Test Score Report.
- **Vision:** Ability to read small print and view a computer screen for prolonged periods.
- **Hearing:** Ability to tolerate exposure to noisy conditions.
- **Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.
- **Upper Body Mobility:** Upper Body Mobility required to sufficiently assist students with disabilities with physical needs, healthcare procedures, and assistive technology devices.
- **Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
- Demonstrates previous successful experience working with children.
- Some specific skills may be required of certain para professional positions.
- Must be able to squat, kneel, and bend frequently & for prolonged periods of time.
- Ability to lift and assist in lifting students weighing up to approximately 100 pounds when necessary.
- Must be able to pass a Special Education Paraprofessional Physical Capacity Exam.
- Must be willing to assist in toileting and personal hygiene/daily living skills.
- Be certified in fundamental course of study or obtain by June 30<sup>th</sup> of their 1<sup>st</sup> year of employment
- Bilingual English/Spanish preferred.