



## Job Description

### Behavior Paraprofessional – Special Education

#### **QUALIFICATIONS:**

1. High School Diploma or equivalent
2. Higher Education:
  - a. Associates of Arts (2-year degree), or
  - b. Two years of higher education course work, or
  - c. Completion of Highly Qualified Assessment (ParaPro)

#### **ADDITIONAL REQUIREMENTS:**

1. Be capable of physically assisting students with special needs as required (positioning, lifting, transferring, restraining, toileting, etc.);
2. Ability to implement and monitor individualized behavior intervention strategies
3. Strong communication and de-escalation skills
4. Patience, flexibility, and ability to remain calm in challenging situations
5. Physical ability to support students as needed (ex: escorting, assisting with safety interventions)
6. Ability to work effectively under the direction of others;
7. Ability to work cooperatively with others;
8. Have willingness to assume any responsibilities appropriate for the position;
9. Support the Mission and Vision Statement and related goals of the District;
10. Behave and speak in a professional manner at all times;
11. Set a good example in terms of dress, punctuality, and attendance;
12. Attend relevant meetings and trainings;
13. Be proactive in matters relating to health and safety of students; and
14. Commitment to maintaining confidentiality and professionalism
15. All other duties as assigned.

#### **INDIANA'S SPECIAL EDUCATION RULES: TITLE 511, ARTICLE 7:**

- ❖ 511 IAC 7-32-69 "Paraprofessional" defined as Sec. 69.
  - "Paraprofessional" means an individual who works under the supervision and direction of licensed teachers or related services personnel to assist in areas that relate to personal, social, and instructional needs. The term includes, but is not limited to, the following:
    - 1) Instructional or program assistants.
    - 2) School bus monitors.
    - 3) Interpreters.
    - 4) Note takers.
    - 5) Job coaches.

## REPORTS TO:

1. Building Administration (ex: Principal, Assistant Principal)
2. Special Education Teacher
3. General Education Teachers when in the classroom
4. Director of Exceptional Needs

## JOB GOAL:

- To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefits and services for students. This role focuses on building positive relationships, implementing behavior intervention plans, and fostering a safe, supportive learning environment.

## JOB DESCRIPTION:

1. This job description describes, in general terms, outlines the normal duties that the assistant will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the job.
2. Special education paraprofessionals work under the overall supervision of their building principal with direct supervision provided by special education teachers. They are employed, when required, to implement special education or related services for a class and/or to provide direct assistance to students. Their duties will vary depending upon the age of students served as well as the nature and severity of the student's disabilities.
3. Common daily duties include:
  - providing instructional support in small groups and/or whole-class settings;
  - providing one-on-one instruction as necessary;
  - meeting with teachers;
  - modifying materials under the direction of assigned teachers;
  - collecting data on students;
  - implementing behavior management plans+ strategies; and
  - providing personal care assistance.
  - Re teaching skills and standards