
POSITION DESCRIPTION

Independent School District No. 284
Wayzata, Minnesota 55391

This Position Description was revised in April 2006

- I. Title Position: **Paraprofessional, Special Education Students with Disabilities**
Unit: Paraprofessional
Classification: III
- II. Reporting Relationship:
The Special Education Paraprofessional reports to the designated special education teacher and is responsible to that person for the proper interpretation and performance of the duties and responsibilities of the position. The Building Principal and Special Services Supervisor/Coordinator share supervisory responsibility for the paraprofessional
- III. Basic Function of the Position:
The Special Education Paraprofessional's primary function is to implement assigned tasks during the school year in conjunction with the student's Individual Educational Plan (IEP)
- IV. Duties and Responsibilities of the Position:
- A. Insures that vulnerable students are adequately supervised under direction of licensed teacher.
 - B. Observes in the classroom and documents students' academic and social behaviors.
 - C. Assists regular education and special education teachers with classroom activities including; academic, social, motor and functional tasks.
 - D. Monitors and assists with academic and social behavior, reinforcement time and quiet time during any part of the school day. Collects and document data as requested.
 - E. Communicates data to the teacher, principal or supervisor.
 - F. Monitors halls, outside of building areas and locker banks.
 - G. Communicates with transportation staff and completes data collection tools when requested.
 - H. Assists students with transportation needs.
 - I. Photocopies and prepares materials as assigned.
 - J. Performs clerical duties as assigned.
 - K. Toilets or diapers children as assigned or when requested.
 - L. Assists students with mobility needs (lifting, moving student)
 - M. Assists with self help skills (feeding, dressing).
 - N. Uses adaptive equipment correctly and safely.
 - O. Enforces school rules and communicates with appropriate personnel.
 - P. Participates in or provides input for meetings when requested.
 - Q. Is familiar with the special education needs of each student as in their IEP.
 - R. Is familiar with the goals and objectives of each student.
 - S. Keeps all student information strictly confidential and communicates with appropriate personnel.
 - T. Participates in required training activities.
 - U. Accompanies students to specialists.
 - V. Performs other related duties as assigned.
 - W. May be responsible for training new classroom assistants in tasks as outlined by the teacher or principal.
 - X. Responsible for the safety and well being of students.
- V. Supervisory Responsibilities:
None
- VI. Education and/or Experience:
High School Diploma or general education degree (GED). Must meet Minnesota Department of Education paraprofessional competency requirements.
- VII. Certificates, Licenses and Registrations
Non-violent crisis prevention training (CPI) may be required.

- VIII. Language Skills:
Ability to read, write and comprehend instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators as requested or needed.
- IX. Mathematical Skills:
Ability to perform and re-teach basic math skills.
- X. Reasoning Ability:
Ability to understand and follow through with instructions using common sense.
- XI. Other Skills and Abilities:
Ability to operate a personal computer and related software. Ability to assume responsibility for supervising students. Effective communication. Ability and desire to develop effective working relationships with students, staff and school community. Complete 10 hours of paraprofessional training hours and competencies.
- XII. Physical Demands:
Employee should be able to lift weights up to 40 lbs. If weight is greater than 40 lbs., seek assistance from other staff for proper procedures and/or equipment.
- XIII. Work Environment:
The employee may be exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety and well being of students. Duties may require the handling of body fluids in a manner consistent with the non-transmission of blood-borne pathogens.