



## **Job Description**

**Position Title:** Special Education Paraprofessional

**Location:** Early Childhood Center

**Department:** Special Education

**Reports To:** Building-level Principal and Director of Special Education

**Term:** Ongoing position beginning with the 2025-2026 school year.

**Schedule:** Part-time position. See Summary for more information.

**Salary:** Position follows the [Classified Salary Schedule 2025-2026](#) at A134. Starting salary begins at \$18.50-\$20.70/hour, based on experience.

**Date of last review:** August 2025

**SUMMARY:** The Special Education Paraprofessional operates within the Special Education department by supporting preschool learners at the Early Childhood Center (ECC) in the classroom and throughout their school day.

The position schedule offers two options: Mon-Thurs 9:00am-12:00pm or Mon-Thurs 12:45pm-3:45pm. The availability of the position will depend on needs of enrollment, but the preference is typically mornings. The Principal can share more during the hiring process.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned)*

#### *Collaboration:*

- Assists teachers and learners in routine classroom operations and daily activities.
- Develops positive, working relationships with learners, colleagues, and the wider district community.
- Aids in the supervision of learners while they are in the classroom, loading and unloading buses, in gym, in hallways, and on the playground.
- Fosters an environment that establishes respect and rapport between the educator and learners.

#### *Communication:*

- Uses exemplary communication skills to facilitate connection and sharing of thoughts and ideas through multiple formats and diverse audiences.
- Assists learners with communication needs by using appropriate technology

#### *Compassion:*

The West Fargo Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on an individual's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other protected status by law. External applicants are eligible for ND Veteran's Preference: North Dakota veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a form DD214, and if claiming disabled veteran's status, a current letter of disability. West Fargo Public Schools is committed to diversity, equity, and inclusivity in all hiring and employment practices. Applicants who incorporate a holistic perspective and a commitment to inclusion are encouraged to apply.



- Assumes responsibility for adapting to each learners' special, physical, communicative, and emotional needs by creating an environment conducive to learning.
- Demonstrates understanding of student's disability, is courteous, respectful, fair, and maintains confidentiality of sensitive learner records.
- Fosters learner independence and works toward reducing and/or eliminating reliance on paraprofessional support.
- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.

#### *Creativity:*

- Connects with team members and shares ideas in an effort to improve the overall employee experience.

#### *Critical Thinking:*

- Reasons, interprets, and analyzes information to generate new knowledge and understanding.
- Collects and records progress on goals and objectives as indicated on IEP's or behavior plans as directed by supervisor.
- Proactively engages in problem-solving.

#### *Reflection:*

- Attends in-service and/or training as required (per NDDPI regulations, 20 hours required during the first two years of employment).
- Maintains communication with supervisor and/or principal regarding general feedback, career advancement opportunities, and areas of growth opportunities.

#### *Resilience:*

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

#### *Responsibility:*

- Supports the school and educators by offering support to special needs learners.
- Assists in managing the behavior of learners and in crisis intervention under the direction of the supervisor (behaviors may include verbal and physical aggression).
- Assists in therapies (physical, occupational, and/or speech) as directed
- Assists learners who may have physical disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning.
- Assists and instructs learners who may have personal care needs, such as feeding, bathroom needs, and personal hygiene.
- Assists in inventory, care, and maintenance of equipment

***PHYSICAL DEMANDS AND WORK ENVIRONMENT:*** *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.



- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee must regularly lift 40 pounds and or push/pull up to 120 pounds.
- The employee must be able to engage in two person lifts and one-person transfers.
- The employee must be able to be outdoors and able to move around a playground area as needed in cold weather conditions for up to 45 minutes at a time.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee may come in contact with bloodborne pathogens or other bodily fluids on rare occasions.
- The employee will work in an environment that has a moderate to loud noise level.

### ***EDUCATION AND/OR EXPERIENCE:***

- High School Diploma or General Education Degree (GED)
- Experience working with special needs learners is preferred.
- Experience working in a pre-school setting is preferred.
- Experience working with complex learner behaviors is preferred.

### ***LANGUAGE SKILLS:***

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

### ***OTHER SKILLS AND ABILITIES:***

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

### ***SUPERVISORY RESPONSIBILITIES:***

- None.