

# Wyalusing Area School District

## Job Description

Job Title: Paraprofessional Aide (Special Education Aide)	Location: Elementary School / High School
Salary Grade: As per CBA	Classification: Support Staff, FLSA Non-Exempt; 186 days
Board Approved: November 2020	Direct Supervisors: Dir. of Sp. Ed. / Principal / Asst. Principal

### Job Summary:

- A paraprofessional is a school employee who works under the direction of a certificated staff member to support and assist in providing instructional programs and services to children with disabilities or eligible young children. The support and assistance may include one-on-one or group review of material taught by certificated staff, classroom management and implementation of positive behavior support plans. Services may be provided in a special education class, regular education class or other instructional setting as provided in the student's IEP.

### Specific Job Functions:

- Work directly with students for individual needs
- Understand the specifics of students IEP's for any which services may be provided
- Collaborate with the professional staff and parents to ensure student needs are met
- Understands the specifics of student's positive behavior support plan for any students which services are provided

### Essential Functions:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs;
- Appropriately manage student behavior and guide student toward more acceptable social behaviors;
- Provide assistance to / accompany and support assigned student(s) or small groups of students as directed by a certified teacher or administrator;
- Assist assigned student(s) in accessing the curriculum and school activities successfully and independently;
- Communicate special information and health concerns to certified teacher(s), administrator(s) and/or health staff as appropriate;
- Encourage appropriate peer socialization in classroom and social settings as directed by certified teacher or administrator;
- Produce and maintain records as required;
- Serve as a positive role model for students in all aspects of performance, demonstrating pride in the honorable profession of public education;
- Assist in arrival and departure of students, if assigned;
- Assist teachers in modifying and adapting assignments in order for the assigned student(s) to participate in the curriculum and/or activities;
- Participate in meetings, workshops and conferences as required;
- Support public education and student achievement;
- Perform other duties as assigned.

**Competencies:**

- Strong verbal, interpersonal, and written expression skills;
- Effective colleague, parent and student communication skills;
- Punctuation, spelling, and grammar; Basic arithmetical concepts;
- Problem-solving skills and technology proficiency;
- Must be cooperative, congenial and service oriented;
- Must possess excellent interpersonal skills;
- Must be able to work in an environment with frequent interruptions;
- Ability to develop positive relations with stakeholders;
- Ability to follow written and verbal directions;
- Ability to communicate effectively;
- Ability to organize and handle multiple tasks;
- Ability to exercise good judgment;
- Must appropriately handle confidential information.

**Physical Demands:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will be able to exert sufficient pounds of force to frequently lift, carry, push, pull, or otherwise move objects;
- This type of work involves sitting and standing throughout the day, but may involve running or walking for brief periods;
- Ability to reach above and below the waist;
- Some stooping, kneeling, bending and twisting of the body is necessary throughout the day;
- Ability to provide safe physical management (restrain) of students when necessary.

**Education and Experience:**

- Paraprofessionals must meet Pennsylvania's regulatory requirements contained in 22 Pa. Code §14.105 which include the following:
  - Have completed at least two years of postsecondary study, or
  - Possess an associate degree or higher, or
  - Meet a rigorous standard of quality as demonstrated through a State or local assessment; and
  - Instructional paraprofessionals, each school year, shall provide evidence of 20 hours of staff development activities related to their assignment;
- Must possess experience and knowledge of students with special needs;
- Must possess or become certified in and maintain CPR and First Aid certification;
- Must possess or become certified in and maintain QBS (Quality Behavioral Solution) certification.

**Additional Requirements:**

- Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs;
- Knowledge of behavior management strategies and techniques relating to pupils experiencing atypical control problems;
- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

**Approvals / Additional Supervisors: Superintendent of Schools**

