

## **TITLE: SPECIAL EDUCATION PARAPROFESSIONAL**

### **QUALIFICATIONS**

1. At least 32 college credits or a passing score of 460 or above on the Para-Pro Praxis test
2. Previous aide or teaching experience preferred
3. Ability to lift up to forty pounds and push and pull up to one hundred pounds
4. Knowledge of child growth and the diverse needs of children with disabilities
5. Knowledge of appropriate special education classroom practices
6. The ability to work with students with emotional, physical, and mental disabilities
7. Ability to instruct students one-on-one and small group situations, at the direction of the Special Education Teacher
8. Strong background in teaching methods and developmentally appropriate classroom activities
9. Demonstrated knowledge of subject matter and effective teaching methods
10. Knowledgeable about word processing, data bases, spread sheets, and reports
11. Ability to maintain a learning environment
12. Works well with students, staff, and the public
13. Excellent organizational skills
14. Excellent interpersonal and communication skills
15. Able to work under pressure and deadlines
16. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO**

Special Education Teacher, Classroom Teacher, Building Principal, and Director of Special Services

### **JOB SUMMARY**

Assists the classroom teacher and/or special education teacher in achieving the goals and objectives as stated on each child's current Individual Education Plan (IEP) through individual, small group, or whole group instruction.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Working with Students

1. Maintain high academic standards and expectations
2. Repeat lessons to SPED students who were absent for that lesson
3. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using a variety of methods as directed by certified staff
4. Provide immediate feedback on student performance
5. Respond to students' questions and requests for assistance
6. Observe students' work and study habits
7. Observe and record students' time on task when needed
8. Assist students in locating prescribed instructional materials and starting their assignments
9. Assist the special education and classroom teachers in the delivery of an effective

instructional program

10. Assist in the educational and social development of students under the direction and guidance of the special education and classroom teachers.
11. Work with individual students or small groups of students to reinforce learning of material and skills introduced by the teacher
12. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
13. Help students master equipment or instructional materials assigned by teacher
14. Provide individualized instruction activities using materials and sequences selected by the special education teacher and other related services personnel
15. Guides and works through lesson plans with students, explains and interprets assignments.
16. Identify pupil needs and provide instruction appropriate to those needs
17. Follow modifications and accommodations as specified in IEPs
18. Administer informal assessments to accommodate students' specific modifications at the direction of a certified teacher
19. Assist with such large group activities as drill and practice, reading aloud, and storytelling, and participate in other forms of oral communication with students
20. Guide independent study, enrichment work, and remedial work assigned by the teacher
21. Assist students in the library or media center
22. Check notebooks, correct papers, and supervise testing and makeup work as assigned by the teacher
23. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips
24. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students
25. Encourage students to strive to meet their highest potential
26. Assists students in mainstream classrooms.
27. Communicate classroom rules, and encourage students to set and maintain standards of classroom behavior

#### Other Classroom Assistance

1. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities
2. Assist in the implementation of Individual Education Plans for the students and monitor their progress.
3. Alert the supervising teacher to any problem or special information about an individual student
4. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
5. Keep the supervising teacher informed of activities and any issues that may arise
6. Operate and care for equipment used in the classroom for instructional purposes
7. Distribute and collect workbooks, papers, and other materials for instruction
8. Engage children in conversation to encourage language development

9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
10. Meet the personal needs of children with disabilities including toileting, feeding, locomotion, and health needs. Supervision of students on the playground, during lunch in the cafeteria, during testing, minor transitions such as walking to and from the bus, when the teacher steps out, and before, during, and after school.
11. Assist, where appropriate, in loading and unloading the special education pupil from transportation buses or vans

#### Behavioral Assistance

1. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
2. Monitors behavior of students for appropriateness and need for discipline.
3. Monitors student behavior for appropriateness and guiding correct behavior when needed.
4. Follows and implements Behavior Intervention Plans.
5. Collect data on behavioral plans.
6. Help the student to learn how to communicate better, to interact with their peers, and to learn the social rules in the school.
7. Providing praise and positive reinforcement for appropriate behavior.
8. Provide accommodations and modification based on the student's IEP.
9. Paraprofessionals have a responsibility for being familiar with the students' IEPs that he or she is supporting in the classroom.
10. Work with the teacher in order to understand how to effectively implement strategies and supports that will obtain their goals.
11. Perform other behavioral duties as assigned

#### Personal Care Assistance

1. Feed and supervise students during lunch and breakfast.
2. Provide personal care, hygiene and assist with bathroom breaks which may include diaper changing. This may require lifting and carrying of the student. If a student weighs more than 50 lbs., two or more employees will help with the lifting and carrying of the student.
3. Collect data on personal care plans.
4. Helping a student get dressed for physical education.
5. Paraprofessionals have a responsibility for being familiar with the students' IEPs that he or she is supporting in the classroom.
6. Work with the teacher in order to understand how to effectively implement strategies and supports that will obtain their goals.
7. Perform other personal care duties as assigned

#### Other

1. Keep accurate records and maintain individual records for each student

2. Become familiar with basic special education knowledge as covered by the Individuals with Disabilities in Education Act with an emphasis on due process procedures and confidentiality of information and records
3. Clerical and general duties such as: data entry, filing papers, grading, making copies, making materials for instruction, putting together visual supports, and modifying instructional materials (clerical duties assigned by the supervising teacher)
4. Collect data on educational plans.
5. Work with other professionals, such as speech therapist, social worker, occupational and physical therapists.
6. Attend faculty meetings as required
7. Keep immediate supervisor informed of activities and problems
8. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
9. Seek assistance should emergencies arise
10. Represent the school district in a positive manner
11. Know and follow school district policy and chain of command
12. Perform other duties as assigned

**EVALUATION**

Performance of this position will be evaluated annually by the classroom teacher and/or special education teacher and/or the director of special services in conformance with any applicable federal and state law, administrative rules, and Board policy.

**TERMS OF EMPLOYMENT**

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

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Printed Name

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Date

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Signature

