

SUPPORT STAFF JOB DESCRIPTION

Paraprofessional

Reports to: Building Principal in collaboration with Executive Director of Special Services

General Summary: The Special Education Paraprofessional supports the instructional program developed and directed by Special Education teacher(s) and/or specialist(s) for students with developmental and educational disabilities in accordance with district policies and procedures. The paraprofessional will possess good people skills, flexibility, the ability to work under pressure and stay on task, responsibility, reliability, be a self-starter, and have the ability to adjust to change.

Essential Functions:

- 1) Participates as an effective team member across all settings in a manner that promotes collaboration for student success by carrying out team decisions as assigned, contributing relevant information and assisting with planning, problem solving, and decision making.
- 2) Assists with the preparation of instructional/learning resources. Supervises students in teacher-planned activities and helps students stay on task for programs taught by supervising teacher.
- 3) Assists the teacher with implementation of instructional strategies in the classroom that respect individual differences, foster student achievement, and maintain supportive and inclusive environments.
- 4) Performs support tasks to enhance the effectiveness of the learning environment.
- 5) Demonstrates continued professional growth to meet changes in the position.
- 6) Performs related duties, as assigned.
- 7) Supervises student(s) in cafeteria or at recess or as assigned by supervising teacher.
- 8) Strictly adheres to confidentiality requirements regarding all matters pertaining to students, parents, parent communications, and/or classroom activities.
- 9) Carries out work responsibilities effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency situations. Performs routine instructional and non-instructional support tasks, including assisting with hygiene needs such as toileting, clerical duties, and use of adaptive/assistive equipment or technology.
- 10) Meets applicable district physical ability/healthy and safety guidelines for the position.
- 11) Demonstrates respect for students, staff, and parents in all situations.
- 12) Performs other duties as assigned at the request of the superintendent, superintendent designee, or principal.

Qualifications:

1. **Education level** – Successful completion of ParaPro examination or a minimum of 60 college hours.
2. **Certification or Licensure** – Nonviolent Crisis Intervention certification.

3. **Experience desired** – Training and/or experience related to the specific responsibilities and competencies of the paraprofessional role is beneficial.
4. **Other requirements** – Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Understand and support the District's Comprehensive School Improvement Plan. Knowledge of the Special Education Process and laws and cardiopulmonary resuscitation (CPR) training. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology.
5. **Physical Requirements/Environmental Conditions:** Requires prolonged sitting and standing; walking, requires stooping, bending, reaching and lifting; pushing, grasping, talking, hearing, and seeing. Specific vision abilities required by this job include close vision such as reading handwritten or typed material and the ability to adjust focus. Using repetitive motions; requires physical exertion to manually move, lift (50 pounds) of materials or lift children from wheelchairs, etc., carry, grasp, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Evaluated By: Executive Director of Special Services

Length of Contract: 177 days

Type of Position: Nonexempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 5-11-17