



JOB DESCRIPTION

Number:
44030, 44048

Title: Paraprofessional, Special Education

Nature of Position

This position is responsible for providing educational support and personal assistance for students with special needs under the direction of the teacher.

Reports To

Title: Principal

Education

Required

- High school diploma

Preferred

- Associate's degree

Experience, Skill, and Certification

Required

- Must meet Highly Qualified criteria for state licensure of either:
 - 2 years of college course credits;
 - Associate's degree; or
 - Passing grade on the state approved assessment.
- Demonstrable ability to reinforce material initially introduced by the teacher and to guide students with enrichment, remedial, and independent work as set up by the teacher
- Knowledge of general office computer software applications, as well as use of the internet
- Appropriate oral and written communications skills with students, parents, and co-workers
- Must have the physical ability, dexterity, endurance, and temperament to work with students having special needs

NOTE: For certain student populations, position may require specialized training (SID/PID, autism); the ability to lift and physically manage students who may weigh over 100 pounds; the use of specialized equipment; the ability to assist with or perform personal activities such as feeding, toileting and diapering; or other special abilities. If necessary, these will be discussed in the interview.

Preferred

- Experience with the set up and operation of instructional equipment and materials
- Experience in managing the behavior of children
- Experience with children with special needs

Duties and Responsibilities

1. Assists with instruction for assigned students in support of, and under the direction of, the teacher.
2. Prepares activities under the guidance of the Classroom Teacher including preparation of bulletin boards, displays, exhibits, and related classroom and school displays.
3. Participates in in-service training programs.
4. Assists Classroom Teacher with non-instructional duties such as: breakfast/snack/lunch time, bathroom, and/or clothing routines, and procedures to ensure the supervision and safety of students.
5. Assists individuals and/or small groups of students in various educational settings including the media center, computer lab, and community-based instructional settings.
6. Assists with clerical duties under the direction of the Classroom Teacher or Principal.
7. Assists with instruction in the physical education program as necessary.
8. Assists students in feeding, toileting, diapering, and other daily care routines as necessary.
9. Performs other duties as necessary for the effectiveness of the organization.



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**Terms of
Employment**

Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. The work calendar will be the classified 200 day schedule.

Approvals

Director Level

DATE

Chief Level

DATE

Human Resources

DATE

Superintendent

DATE



JOB DESCRIPTION SUPPLEMENT

Number:
44030, 44048

Title: Paraprofessional, Special Education

Non-Essential Responsibilities

A responsibility is considered to be "non-essential" (for the purposes of compliance with the Americans with Disabilities Act) if:

- it is shared between multiple incumbents in the job; or
- it could be performed by an employee in another job within the workgroup.

Note the responsibility number(s) from the list in the "Duties and Responsibilities" section for those responsibilities that could be considered "non-essential" based on this definition.

None

Physical and Sensory Demands

Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.

OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.

CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.

EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS
(Check any that apply to this job and complete the required information.)

Heavy lifting, possibly more than 100 pounds, but with assistance or mechanical support when necessary.

Frequent climbing up to _____ feet, and/or working on building roofs.

Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.

Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.

Sitting or standing for extended periods with no control over rest periods.

Other: Must be able to assist students who have special needs with activities such as feeding, toileting, diapering, and other personal issues.