

Meeker School District Re-1

Job Description

Title: Special Education Paraprofessional
Department(s): Instructional
Reports to: Teacher and/or Building Principal
Work Year: Student Days + 4



Job Summary:

Perform day-to-day activities of supporting special education students in the regular or special education classroom while under the supervision of an appropriately endorsed teacher.

Summary of essential job function:

Under the guidance and direction of the classroom teacher, special education teacher and/or building principal the paraprofessional might perform one or more of the following:

- Help with the delivery of instructional activities according to students' Individualized Education Plan (IEP) as assign and developed by licensed staff
- Assist assigned teachers with instructional and physical student support
- Support students' integration into general education classrooms
- Communicate with general education teachers regarding student needs
- Collect and review progress on students' work toward Individualized Education Plan (IEP) goals/objectives in collaboration with the SPED teacher
- Participate in team planning, trainings and professional development activities as needed
- Provide technical resource for other staff within their assigned building regarding Special Education students as needed
- Assist in teaching students how to become independent and responsible at school
- Assist with specialized needs that may include behavior, learning, self-help skills and/or communication.
- Prepare or set up activities and materials for the next rotation, period or day, help students with self-care tasks
- Monitor students during class, transitions, lunch or breaks and potentially during arrival and departure to/from the school building
- Provide instructional support individually or in small groups
- Provide one-on-one instruction
- Provide accommodations for students to have access to classroom instruction
- Help implement behavior management plans
- Supervise students in the classroom, on the playground, and/or in the lunchroom.

- Perform clerical duties such as typing, filing, copying, answering phones, ordering supplies and maintaining inventory of forms and supplies.
- Use instructional equipment, including computers and audiovisual and adaptive equipment.
- Function as an appropriate role model for children, providing proper examples, emotional support, and a friendly attitude and general guidance.
- Demonstrate regular attendance and punctuality.
- Adhere to the appropriate code of ethics and student confidentiality.
- Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing to the appropriate personnel for resolution, including use of strategies learned through Crisis Prevention Institute (CPI) training provided by the school district.

Qualifications and Experience:

- High School diploma or equivalent required.
- Experience working with children, preferably in a learning environment.
- Ability to establish and maintain cooperative relationships with students, parents and staff.
- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.
- Operating knowledge of computer and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.

Physical Demands:

- The employee must have the ability to lift 40 lbs and carry 20 lbs. May be required to stand and circulate for extended periods of time.

Work Environment

- The noise level in the work environment can be loud and distracting at times.
- The work environment may include high stress tasks.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.