

Paraprofessional-Special Education Job Description

Reports to: Building Administrator

Approved: May 13, 2015

Revised: October 21, 2019

Reviewed: May 11, 2022

Qualifications, Skills, and Abilities:

1. Educational level: Associate degree, 2 years (32 semester hours) of college, or having passed a paraprofessional qualifying test (Praxis).
2. Proficiency Skills: Written and oral communication skills. Knowledge of effective instructional techniques and strategies. Demonstration of fair and equitable classroom management skills.
3. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties such as ability to lift a student up to a weight of 40 lbs. without assistance, ability to perform a two person lift for students over 60 lbs. (lumbar support belt required).
4. Punctual and reliable.

Job Summary:

Supervision of assigned students and assistance in the facilitation of the instructional program as directed.

Major Duties and Responsibilities:

1. Maintains a pattern of prompt and regular attendance.
2. Demonstrates appropriate communication skills as applicable for the job.
3. Supports the teacher/supervisor in creating a learning environment and experience that addresses differentiation, learning styles, and meaningful instructional approaches.
4. Recognizes Cultural Diversity in dealing with students, parents, colleagues, and the community.
5. Maintains confidentiality of sensitive information and material; adheres to chain of command.
6. Maintains a professional appearance as appropriate for job responsibilities.
7. Engages in continued professional involvement through training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
8. Shows initiative and assumes responsibility for all aspects of job responsibilities.
9. Performs routine duties and tasks with little or no direct supervision.
10. Exhibits time on task, a flexible, cooperative, and hardworking attitude.
11. Takes direction readily in a cooperative manner from the supervisor.
12. Provides adequate supervision of students at all times.
13. Disciplines students with fairness and equity.
14. Uses a variety of instructional strategies to meet students' needs.

15. Assists classroom teacher in planning and implementing class activities.
16. Assists in student assessment, grading work and tests and data collection.
17. Assists in routine record-keeping
18. Prepares instructional materials according to supervising teachers' lesson plans.
19. Locates, procures, operates and returns needed equipment.
20. Demonstrates loyalty to the school, school system and administrators.
21. Enhances the climate of the building and the morale of colleagues.
22. Interacts in a professional, effective manner with colleagues, parents, and other members of the community to support students learning and well-being.
23. Performs other duties as assigned by the supervisor.
24. Complies with school system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.

Evaluation:

Performance of this position will be evaluated annually by the Building Administrator in conformance with federal and state law, administrative rules, and Board policy.

Note:

Classified employees are those non-certificated employees who are employed by the District or personnel hired in positions which do not require certification. With the exception of those classified employees who are hired for a stated specified time, all classified employees shall be regarded as "at-will" employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law).

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