

Paraprofessional-Special Education

Chickasha Public Schools

Job Title: Paraprofessional
Location: School Building
Immediate Supervisor: Principal/Assistant Principal/Special Ed Teacher
Supervises: Students

Purpose of Position:

To assist with the care, education, social development and nurturance of children with disabilities so their maximum development may be realized.

Qualifications:

High School Diploma or GED and,
Passing score on the **PRAXIS PARAPRO** test or,
Associates Degree or,
48 semester hours from an accredited university or college

Physical requirements:	Skills, knowledge and abilities:
• Good health and high energy level • Bending and stooping • Ability to reach above shoulder level • Some climbing of short ladders • Ability to tolerate a stressful environment • Ability to lift objects weighing 20 lbs or more • Walking, occasional running, pushing, pulling • Strong and physical constitution	• Computer literacy • Effective communication both orally and written • Excellent interpersonal skills • Ability to relate positively with children and adults • Plan, schedule and organize work • Maintain a positive work environment • Possess an understanding of child development • Ability to administer CPR/first aide • Interpret and apply laws, regulations and policies • Ensure the quality of work as measured against established standards • Maintain confidentiality • Proficient in multi-tasking

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the Principal.)

- Comply with School Board Policy
- Follow universal precautions identified in the District's Blood borne Pathogen Exposure Control Plan
- Supervise and assist at arrival and departure
- Supervise and assist with restroom needs and/or changing diapers
- Supervise and assist with breakfast, lunch and snacks

- Supervise and assist students to and from playground, library, music, P.E. and on field trips
- Assist teachers with classroom management
- Assist students in classrooms with tasks completion and guided practice of skills being taught
- Redirect students attention toward teacher's instructions
- Give verbal directions and necessary language
- Require students to respond orally to questions and other language expansion opportunities
- Read to students
- Encourage the use of good manners
- Assist in the use of technology
- Maintain an atmosphere conducive to good student health and safety
- Uses good judgment at all times
- Reward students with praise and other positive reinforcements for good behavior and work
- Lifting students into and out of wheel chairs, other adaptive equipment, and up and down off the floor as needed
- Attend quarterly safety meetings as scheduled by the district safety coordinator
- Attend required State and District training

Other Job Functions:

- To complete other tasks that may be necessary to achieve an efficient operation of the school.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date