



JOB DESCRIPTION

Title: Special Education Paraprofessional
FLSA Status: Nonexempt
Reports to: Special Education Specialist
Supervises: None
Date: July 2021

POSITION SUMMARY:

Under general direction, the Special Education Paraprofessional assists Teachers and other staff personnel by performing a variety of instructional support duties to individual or small groups of Special Education pupils in one or two classrooms or resource environment encompassing a range of emotional, intellectual, and academic disabilities for mild to moderate learning disability pupils; assists in the establishment and maintenance of appropriate classroom and site behavior; performs a routine of clerical tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

- Assists Teachers in general daily classroom activities.
- Assists in organizing the learning environment; prepares and sets up instructional materials and/or equipment for use in classroom activities; maintains instructional material and equipment.
- Assists Teachers in implementing the course of study through one-to-one and group instruction; accompanies or assists students to and from activities on school site.
- Helps special needs students by providing specialized academic instruction minutes per the Individualized Education Plan (IEP).
- Assists in the implementation of assigned sections of the student's IEP and behavior intervention plans which may involve the use of approved behavior modification techniques or other skills or knowledge to establish and maintain appropriate behaviors.
- Communicates with children and helps them understand lessons.
- Provides instructional support in small groups.
- Works with students in small groups or in prescribed one-to-one assignments to tutor, reinforce, or follow up on learning activities in basic academic, language, and/or specialized subject areas related to the level of achievement.
- Under the direction of the Teacher, provides individualized instruction by matching instruction to meet the needs of each learner.
- Provides one-on-one instruction to students with an IEP service of Specialized Academic Instruction.
- Collects data on students.



- Follows classroom instruction to help students with special needs assimilate and learn alongside their peers.
- Helps children learn based on their individual needs.
- Provides information to Teachers when problems arise with students.
- Meets with Teachers to ensure students are learning effectively.
- Assists the Teachers in establishing and maintaining a clean, safe, and cooperative classroom and learning environment.
- Assists in the supervision and monitoring of students during lunch, recess, bus loading/unloading, etc.; accompanies and assists students in “mainstream classroom activities”, computer lab, library, etc.
- Accompanies and supervises students on field trips; reinforces positive behavior and following the Behavior Intervention Plan in the school setting.
- Performs routine clerical tasks as assigned; operates duplicating machines; assembles materials for classroom projects; prepares material; files classroom, student, instructional, and program materials; and may perform incidental typing tasks.
- Participates as a member of the appropriate team or committee to assist staff with developing and implementing individual or site crisis management plans.
- Confers on a regular basis with Teachers in regards to planning and scheduling activities, progress in instructional goals and objectives, pupil progress, and pertinent health or behavior problems.
- Provides assigned Teachers with information on student progress through observation, daily contact, and maintenance of accurate student progress records/logs.
- Assists in establishing and maintaining routine informational and operational records and files related to classroom/program activities.
- Assists students in becoming self-reliant; fosters student independence in classroom and learning environments.
- Guides students and/or provides appropriate modeling in a variety of areas: physical development and fitness, communication, personal hygiene, academic learning, appropriate dress, vocational skills, and is often assigned to do more in-depth work in one of these areas.
- Maintains confidentiality of student records and classroom information in accordance with legal requirements and policies.
- Assists in maintaining first aid supplies and maintaining disaster preparedness supplies.
- Administers first aid in accordance with established procedures and policies.

Other:

- Performs other duties as assigned.
- Participates in mandatory all-staff meetings

REQUIRED EDUCATION, EXPERIENCE, AND TRAINING



Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- High School Diploma or equivalent and at least 48 college semester units earned at an institution of higher learning. (Required)
- Bachelor of Arts degree from an accredited college or university with major course work in Special Education, or a closely related field. (Highly Preferred)
- Minimum of one (1) year of special education teaching experience. (Highly Preferred)
- Bilingual in English and Spanish. (Required)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Publisher, Google suite, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Research methods.
- Data analysis, data quality, data cleaning, data extraction, and data validation tools.
- Data management and assessment policies and procedures.
- Report writing and statistical record-keeping techniques.
- Policies and objectives of assigned programs and activities.
- Modern office practices, procedures, and equipment.
- Data control procedures and data entry operations.
- Inventory practices and procedures.
- Basic concepts of child development and behavior.
- The unique needs of exceptional children.
- Behavior intervention techniques and strategies.
- Learn the methods and procedures to be followed in assigned special education classrooms/programs.
- Understand the needs of assigned special education students and effectively relate to these needs in a learning situation and follow the Behavior Intervention Plan.
- Effectively supervise assigned special education students in a variety of situations, maintaining emotional control under difficult and emergency situations.
- Maintain a variety of records related to the activities and operations of the assigned special education classroom/program in a confidential manner where appropriate.



- Recognize and report safety hazards; learn, understand and adhere to laws, rules, practices, and procedures related to public education for pupils and those related to the program which is assigned.
- Exercise tact, diplomacy, and good judgment in dealing with special education students.
- Assist teachers and administrators in dealing with behavior disorders.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy.
- Troubleshoot hardware and software problems.
- Exercise independent judgment in correcting data errors or omissions.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.
- Maintain detailed and accurate records.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.
- Work independently with little direction.
- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Maintain a firm but a courteous attitude toward individuals.
- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, models school standards of ethics, and maintain strict confidentiality.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.

Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.



WORK ENVIRONMENT

Employees work indoors in a computerized office environment, in direct contact with other school personnel and the public as a member of a team or alone while working.

Right to Revise:

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.