



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Early Childhood Special  
Education Paraprofessional

**Department:**

Community Education

**Unit:****Immediate Supervisor:**

Director of Community Education

**Grade Placement:****FLSA Status:****Job Summary:**

Under the direction of the Director of Community Education, the Early Childhood Special Education Paraprofessional is responsible for working with students ages 3-5 with disabilities in meeting the academic, behavioral, emotional, social and physical needs as identified in the goals and supports of services of the IEP. Supports occur in either an individual or small group setting under the guidance of the special education or classroom teacher.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists certified staff with instruction for identified students with disabilities under the direction of the special education and classroom teacher, individually or in small group settings, in accordance with the students' IEP goals. Assists special education and classroom teachers with accommodations and modifications and recognizes achievement, effort and positive attributes of students. Communicates with and provides updates to certified staff.
2. Assists with other various classroom activities as assigned. Activities include making schedules, preparing for classroom table time activities, disinfecting and washing toys, preparing and supervising snack time, assists with Picture Exchange Communication System (PECS) data, etc.
3. Assists students with personal cares, including toileting, diapering, feeding, lifting, and basic personal hygiene.
4. Assists students with developmental or behavioral concerns in a pull-out setting as directed by certified staff.
5. Assists boarding and disembarking the bus/provided transportation. Supervises students on provided transportation; assists transportation personnel with student behavior management according to set guidelines from the behavior management plan.
6. Performs follow-up exercises with students as prescribed by Occupational and Physical Therapists.
7. Performs other related duties as assigned.

### EDUCATION AND KNOWLEDGE REQUIREMENTS

**Education Training and Experience Requirements:**

- High School Diploma or equivalent

**License/Certification Requirements:**

- Crisis Prevention and Intervention (CPI) Training - To be completed after hire.
- Personal Care Attendant (PCA) Training - To be completed within 6 weeks of hire.

**Knowledge required to perform the essential functions of the job:**

- Knowledge of general learning concepts.
- Knowledge of the fundamentals of child development and behavior, especially emotional, social, physical and cognitive development.
- Knowledge of problem solving and conflict resolution techniques.
- Knowledge of behavioral management strategies and crisis intervention.
- Knowledge of district policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences.

**WORK SKILLS AND CHARACTERISTICS****Skills required to perform the essential functions of the job:**

- Ability to interact and communicate effectively and appropriately with students, parents and other educational professionals.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Skilled in supervising student behavior and applying consistent responses for appropriate and inappropriate behaviors.
- Applying rules, instructions, procedures and IEP plans.
- Developing a rapport with children and effectively presenting information in an individual or small group setting.
- Maintaining confidentiality, following Data Privacy rules and regulations.
- Operating equipment including assistive technology, computers, printers, and copiers.
- Ability to be flexible and organized.
- Skilled in time management.

**PHYSICAL REQUIREMENTS****Physical requirements associated with the position can be best summarized as follows:**

Medium Work: Exerting up to 50 pounds of force occasionally, up to 25 pounds frequently and/or 10 pounds constantly to lift, carry, push, pull or otherwise move objects, including the human body.