



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Special Education Paraprofessional

**Department:**

Paraprofessionals

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

Building Principal

**Grade Placement:**

9 /10

**FLSA Status:**

Non-Exempt

**Job Summary:**

Under the direction of the Principal, the Special Education Paraprofessional is responsible for working with students 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 assignment accommodations and modifications and recognizes achievement, effort and positive attributes of students. Communicates with and provides updates to certified staff.
2. Monitors and records student behavior. Implements behavioral management plan with students and assists special education, classroom teachers and bus service personnel with student behavior management. Communicates with and provides updates to certified staff.
3. Assists students with personal cares, including toileting, diapering, feeding, lifting, and basic personal hygiene. Administers medication if necessary.
4. Supervises and provides a safe environment for students during various school activities, including passing times, break times, lunch, noon recreation, etc.
5. Assists students when boarding and disembarking the bus. Supervises students on the bus and assists school bus personnel with behavior management, in accordance with behavior management plans.
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:**

- Handle with Care Training - To be completed after hire.
- Personal Care Attendant (PCA) Training - To be completed after hire.
- Highly Qualified Credential – To be completed after hire.

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

- Knowledge of basic math, reading, language and science concepts pertinent to area of assignment.

- 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.
- Developing a rapport with children and effectively presenting information in an individual or small group setting.
- Skilled in supervising student behavior and applying consistent responses for appropriate and inappropriate behaviors.
- Applying rules, instructions, procedures and IEP plans.
- 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:**

Physical requirements of the classification will vary across paraprofessional positions due to the individual needs of students and programs of assignment. The physical requirement outlined below is representative of the broad classification as a whole.

Medium/Heavy Work: Exerting up to 100 pounds of force occasionally, up to 25 pounds frequently to lift, carry, push, pull or otherwise move objects, including the human body.