

SPECIAL EDUCATION PARAPROFESSIONAL

REPORTS TO: _____ Principal

ESSENTIAL FUNCTIONS:

Assists instructional personnel with development of a variety of instructional materials.

Assists in presentation of learning materials and instructional exercises in compliance with the student's IEP.

Tutors students individually or in small groups to reinforce and follow up learning activity.

Monitors and assists students through drills, practice, and study activities following presentation of instructional concepts by instructional personnel.

Assists in supervision of special education students in the classroom, on study trip activities, on the playground, and in bus duty, as directed.

Listens to students reading, reads to students, explains words and meanings, rephrases materials, and provides similar learning examples.

Assists students in their personal hygiene.

Assists in management and shaping of student behavior through use of positive reinforcement strategies.

Assists in maintaining a variety of reports and records.

Performs general clerical duties for instructional personnel.

Assists in maintaining student discipline.

Assists in scoring tests; computes and records test scores.

Assists in maintaining neat, orderly, and attractive learning environment, including designing and displaying bulletin boards.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Completion of at least two years of study at an institute of higher education; obtain an associate or higher degree or meet a rigorous standard of quality; and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and math; one year paid or volunteer experience working with children in educational or child-care setting highly desirable, preferably involving children with special needs.

Knowledge of general concepts of child growth, development, and behavior characteristics in special education programs assigned.

Knowledge of special education goals and objectives.

Basic arithmetical concepts.

Learn and utilize standard teaching aids and office machines.

Perform routine clerical work and light typing.

Learn and utilize basic methods and procedures to be followed in instructional settings in special education programs of assignment.

Demonstrate understanding, patient, warm, and receptive attitude toward children with special needs.

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Understand and carry out oral and written instructions.

Maintain cooperative working relationships with students, staff, parents, and general public.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, special needs equipment including wheelchairs, lifts, etc.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to sit, walk, and stand; twist at neck, bend at waist; kneel; reach. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 25 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: June 9, 2010

Revised on: