

# **Special Education Paraprofessional Job Description Independence Charter Middle School**

## **Reports to**

Director of Special Education and Building Administrators

## **Position Summary**

Special education paraprofessionals assist students with disabilities under the direction of a certified special education teacher. Paraprofessionals generally work in both the general and special education classroom settings. The special education paraprofessional assists the teacher in general daily classroom activities, assists in the implementation of instructional programs, including self-help and behavior management, care for the student's physical, emotional health and safety, affirms their abilities, and strives to promote dignity in all relationships.

## **Essential Duties and Responsibilities**

- Assist in the educational and social development of students under the direction and guidance of the special and general education teachers and related service staff
- Assist in the implementation of Individual Education Plans (IEP) for the students and monitor their progress through data collection
- Provide support for individual and/or small groups of students inside and outside the classroom to enable them to fully participate in activities
- Working with students who may need behavioral support and document if requested ● Work with special education students may include lifting, feeding, toileting, and other services related to personal care and hygiene
- Promote student independence and self-advocacy skills to improve the quality of student outcomes
- Any and all other duties as may be assigned

## **Standards and Quality Assurance**

- Be capable of physically assisting students with special needs as required (positioning, lifting, transferring, restraining, etc.)
- Demonstrate the ability to work effectively and cooperatively under the direction of others
- Maintain a high level of ethical behavior and confidentiality of information about students
- Communicate effectively with teachers, therapists, and other district personnel for the purpose of meeting the needs of the students and communicate pertinent information as appropriate
- Be willing to learn about and help students acclimate to adaptive equipment and/or assistive technology as needed
- Model conversation, manners, engagement, listening, and everyday interactions for the

purpose of demonstrating appropriate social behavior in a culturally sensitive manner

- Behave and speak in a professional manner at all times
- Set a good example in terms of dress, punctuality, and attendance
- Attend staff and team meetings
- Be proactive in matters relating to health and safety
- Have the willingness to assume any responsibilities appropriate for the position
- Support the Mission Statement of the district

### **Qualifications**

- High School Diploma required
- All paraprofessionals shall meet the requirements of a special education paraprofessional as described in Title I of the Elementary and Secondary Education Act.
  - Have completed at least two years of study at an institution of higher education defined as completion of 48 semester hours of college coursework; **or**
  - Have obtained an associate's degree (or higher); **or**
  - Have taken and passed the WorkKeys test, Parapro Test or the Oklahoma General Education Test. (can be obtained within 6 months of hire date)
  - Complete the Oklahoma Special Education Paraprofessional Training (can be obtained within 6 months of hire date)
  - Complete and maintain training and skills in Cardiovascular Pulmonary Resuscitation (CPR) and First Aid.  
(can be obtained within 6 months of hire date)
  - Complete training in Universal Precautions/Bloodborne Pathogens Training.  
(can be obtained within 6 months of hire date)
  - Complete an additional 6 hours of professional development and Universal Precautions/Bloodborne Pathogens each school year thereafter. (can be obtained within 6 months of hire date)

### **Salary and Benefits**

- \$14,057 annually based on 175 day contract
- Insurance- health paid for contracted employee
- 5 sick days