

SPECIAL EDUCATION PARAPROFESSIONAL JOB DESCRIPTION

To provide technical and advanced assistance to assigned specialist or professional in delivering the education plan, and meeting the goals and objections of the Individualized Educational Plan (IEP) of assigned student(s).

Supervision Received and Exercised: Receives immediate supervision from assigned higher level staff.

Essential Function Statements - *Essential duties may include, but are not limited to, the following:*

1. Assist specialist/professional in delivering the educational plan, and meeting the goals and objectives of the Individualized Educational Plan (IEP) of assigned student(s).
2. Assist teacher in implementing lesson plan; grading assignments and record keeping.
3. Maintain appropriate files and records; attach all supporting documentation; ensure confidentiality of all records and files.
4. Assist students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
5. Operate and care for equipment used in the classroom for instructional purposes; operates and cares for various audio visual equipment, and operates various office machines to prepare classroom materials.
6. Assist with supervision of students during emergency drills, assemblies, play periods, lunch and field trips.
7. Assist in providing special medical needs of students.
8. Provide close supervision of students with behavior problems in the classroom, support the teacher's management system.

Qualification Requirements

Knowledge of:

- Classroom management.

Ability to:

- Ability to pass a comprehensive criminal history background check
 - Administer and provide emergency first aid services to children.
 - Promote positive child behavior and a safe and healthy environment.
 - Handle and maintain the records of students in a confidential manner.
 - Communicate clearly and concisely, both orally and in writing.
 - Understand and follow oral and written instructions.
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - Maintain mental capacity which allows for effective interaction and communication with others.
 - Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Some related experience including public contact is desirable.

Education: High School Diploma or equivalency.

Licensure:

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of, or ability to obtain, an appropriate, valid First Aid Certificate.

Physical Conditions

Essential functions may require maintaining physical condition necessary sitting and standing for prolonged periods of time; moderate to heavy lifting and repeated bending.

All Applicants must upload a copy of your High School Diploma or equivalency. All Applicants must also upload copies of ALL college transcripts to verify hours.