

Paraprofessional

Dept/Div: Special EducationN/A

FLSA Status: Non-Exempt

General Definition of Work

Performs human support work assisting students to meet educational, communication, emotional, physical and behavioral goals, assisting classroom teachers by working with special needs students individually or in small groups, and related work as apparent or assigned. Work is performed under the moderate supervision of the Assistant Director/Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists children in meeting their individualized education plan (IEP) goals under the supervision of the classroom teacher, speech therapist, occupational therapist or any other professionals working with the students.

Assists children in the classroom as well as the general education setting; helps to model and encourage respect, communication and competency of their work tasks.

Assists students to manage their behaviors in a professional, nonjudgmental, empathetic manner and follows their behavior plans.

Assists children in their daily routines.

Helps to maintain safety of children and the environment.

Observes children on school property and keeps applicable notes as necessary.

Assists classroom teacher(s) by performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional objectives.

Assists with the maintenance of various records and files.

Adapts instructional materials, equipment or strategies, as directed, to accomplish instructional objectives and supports students' needs.

Facilitates activities, as developed by the Teacher or therapist when necessary.

Works with individuals or small groups to reinforce instruction introduced by the Teacher and supports student progress on IEP goals.

Assists with developing appropriate social skills and behavior; assists with managing and/or charting behavior.

Escorts students to special classes and therapy; provides supervision in school areas and at school related activities off site.

Collaborates with related service personnel.

Participates in in-service training programs as assigned.

Participates in conferences with families and other team members.

Knowledge, Skills and Abilities

General knowledge of the practices, methods and techniques used in the teaching of students receiving special education services; general skill operating standard office equipment and related hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to maintain files and information; ability to deal effectively with special students and teachers; some skill in the use of classroom and instructional equipment; ability to communicate in unique ways with student populations; ability to establish and maintain effective working relationships with students, teachers, parents, associates, administration and the general public.

Education and Experience

High school diploma or GED and moderate experience working with physically or mentally diverse populations, or equivalent combination of education and experience.

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Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, tasting or smelling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

State of Minnesota highly qualified paraprofessional status.

Last Revised: 9/27/2011

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