

Paraprofessional, Classroom - SPED

School District Job Description

Position Title: Paraprofessional, Classroom, Special Education
(All Building Levels)

Department: Special Services

Reports to: Special Services Teacher, Director of Special Services

SUMMARY:

Assist special education teachers in educating special students. (Note: Every classroom paraprofessional in the district has specific duties to perform. This is determined by the age of the students with and/or the specific needs of the students.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Assist special teacher in classroom instruction.
- Reads tests to students and makes other accommodations from the IEP.
- At times participates in Class-Within-A-Class educational opportunities. (Takes notes during class, monitors behavior of students, works with individual students, etc.)
- Inputs student scores into computer.
- Types IEPs after teacher has completed the draft IEP.
- Has a good working relationship with regular staff members, special staff members, and students.
- Demonstrates understanding of students' difficulties.
- Keeps records, writes lessons on the board and corrects student work.
- Walks students to and from the bus, or other areas of school (as needed).
- Walks with students that have behavior difficulties between classes (as needed).
- Assists teacher in maintaining discipline and other functions.

Acknowledged _____

Date _____

- Assists with set-up of classroom and prepares materials for instruction
- Handles attendance reports and related clerical functions.
- Assists in assembling / hanging materials on bulletin boards.
- Operates standard school equipment such as laminator, copier, etc.

SUPERVISORY RESPONSIBILITIES:

Supervises students (at times).

EDUCATION and/or EXPERIENCE:

Paraprofessionals must have 60 college hours and/or successfully pass the Paraprofessional Praxis test. (Prefer to have people that have worked with special needs students in the past. Must have skills of empathy and a positive attitude to work in this area.)

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT:

Nine month employee on twelve-month contract. Salary to be established by the Board of Education.

Acknowledged _____

Date _____