

Oelrichs School District 23-3

PARAPROFESSIONAL

JOB DESCRIPTION

TITLE: Paraprofessional (Special Education)

QUALIFICATIONS/REQUIREMENTS:

A. Education: Meet one of the following paraprofessional requirements as defined by law: forty-eight (48) semester credits, an Associate's degree or higher from an accredited college, or successful passing of the Paraprofessional Assessment.

B. Experience Desired: Broad range of subject matter versatility.

C. Other Requirements: Regular attendance is essential. High degree of tact and good judgement. Have ability to work unsupervised. Maintain a regular work schedule as determined by the supervisor. Possess excellent oral and written communication skills. Demonstrate computer proficiency with experience in word processing, databases, and spreadsheets. Have ability to work as a team member and demonstrated organizational skill required. Demonstrate positive attitude towards people with whom one works. Have ability to work cooperatively and willingness to accept instructions and training. Demonstrate safe work habits. Supports school regulations and policies. Good physical health including ability to lift, push, pull, drag, lower, carry a minimum of forty (40) pounds.

REPORTS TO: Principal and Special Education Director

RECEIVES GUIDANCE FROM: Teacher/Occupational and Physical Therapists/Speech Therapists

SUPERVISES: Students

BASIC FUNCTION/PURPOSE OF THE POSITION: Actively assist the special education teacher in all facets of the instructional process.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Demonstrate strict standards of confidentiality.
2. Assist the classroom teacher in the instructional process within the school and other work sites.
3. Assist in the implementation of the Individual Education Plan (IEP).
4. Assume responsibility for small group and 1:1 instruction as directed by classroom teacher.
5. Knowledge of and ability to deal with medical and physical problems associated with children with disabilities.
6. Transport a small group of students to and from instructional setting in school vehicles or at the mileage rate established by the board of education.
7. Administer medication as directed upon completion of training.

8. Assist in the implementation of physical, occupational, and speech therapy as instructed by therapists.
9. Assist regular educators in the inclusion process as scheduled.
10. Assist students in gaining highest level of independence possible through shaping, modeling, and prompting.
11. Participate in building and district wide staff development activities.
12. Assist in the accurate maintenance of daily record keeping, data collection of confidential and non-confidential student records.
13. Assist in the maintenance of an orderly classroom and a healthy, positive learning environment in the classroom.
14. Immediate supervisor will determine work schedule.
15. Maintain confidentiality regarding school/workplace matters.
16. Monitor and comply with federal, state, and district policies and procedures.
17. Perform other duties as assigned.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on evaluation for support staff.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Board of Education.

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.