



## **SPECIAL EDUCATION PARAPROFESSIONAL (ONE-ON-ONE)**

### **SUMMARY:**

A Paraprofessional will work closely with students with a variety of skill levels on a regular basis in an effort to provide them with developmentally appropriate activities. Preschool Paraprofessionals, under the direction of the Special Education Teacher, will work to reinforce material introduced in the classroom, adapt material as needed, and assist students in physical tasks. The requirements listed below are representative of the knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities. Any combination of education and experience could demonstrate possession of the requisite knowledge, skills, and abilities.

### **ESSENTIAL FUNCTIONS:**

1. Assists the students to whom they are assigned with physical tasks such as putting on and removing outerwear, moving from room to room, and using the lavatory.
2. Provide 1:1 supervision to the students with intensive needs at all times.
3. Works one-on-one with a high needs student with a disability and/or in small groups or one-on-one to help reinforce learning goals.
4. Under direction of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher.
5. Under the direction of the special education teacher, adapts classroom materials to meet the needs of assigned students.
6. Serves as a resource person, if and when requested, to the Individual Education Plan (IEP) Team, conferring about one of the students to whom they are assigned.
7. Accompanies the student(s) to whom they are assigned when trips to the office or other areas of the school are necessary.
8. Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement.

### **NON-ESSENTIAL FUNCTIONS:**

Other duties as assigned.

### **COMPETENCIES:**

1. Ability to maintain confidentiality;
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;

3. Ability to assist with all aspects of a daily routine, including distributing and collecting supplies, keeping attendance records, and grading as needed;
4. Ability to understand classroom methods and other information quickly and be able to put methods into practice;
5. Ability to provide one-on-one instructional assistance in assigned areas;
6. Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs;
7. Knowledge of school-age children's behavior and behavior modification;
8. Knowledge of how to operate a personal computer and related software;
9. Effective interpersonal, communication, conflict resolution, time management, and record-keeping skills.

#### **SUPERVISORY RESPONSIBILITY:**

Supervises students in the cafeteria in the morning before school begins.

#### **REPORTS TO:**

Special Education Teacher

Principal of Hermon Hutchens Elementary School

#### **WORK ENVIRONMENT:**

Mostly works indoors in classroom settings.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand, walk, lift up to 50 pounds, reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must sometimes climb or balance.

#### **POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full-time position with benefits. Days and hours of work are Monday through Friday, 7:30 a.m. to 3:00 p.m. (7 hours/day). This position operates for 180 days out of the year.

Salary Grade Level B

#### **TRAVEL:**

Some travel may be expected for this position.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

1. Eligible to meet Federally Qualified paraprofessional criteria (2-year degree, 48 college credits, or passing score on HELP / ParaPro Exams).
2. CPR and First Aid Certification.
3. Valid Alaska Driver's license.
4. Ability to work well with children.
5. Willingness to perform various job-related duties as situations require a strong sense of teamwork, and the ability to work cooperatively with others.

### **PREFERRED EDUCATION AND EXPERIENCE:**

1. Prior experience working with school-age children.
2. Demonstrated skills of patience, empathy, caring, and compassion.

### **ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

The successful candidate will be required to present a valid criminal background check upon hire.

### **EEO STATEMENT:**

Valdez City School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation, or any other basis of discrimination prohibited by local, state, or federal law. This policy will prevail in all matters concerning staff, students, the public, educational facilities, programs, services, and activities, and with whom the district does business.

### **OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **SIGNATURE**

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

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Employee

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Date