

Branch ISD

Job Description



Job title: Para-Professional for Resource Room

Work Location: Varies

Classification: Para Professional

Reports to: Special Education Supervisor

☒ **Full Time**

☐ **Substitute**

☐ **Exempt**

Schedule:

☐ **Part Time**

☐ **Temporary**

☒ **Nonexempt**

M-F, Hours Vary

Requirements:

1. Education and/or certification:
 - a. High school diploma/GED (required)
2. Experience:
 - a. 2 years successful experience as a para-professional in a program serving unique mental and/or physical abilities (preferred)

Essential Functions:

1. Mental Tasks:
 - a. Ability to understand written and oral instructions
 - b. Ability to demonstrate appropriate verbal and written communications when interacting with others.
 - c. Ability to learn new technology.
 - d. Ability to give directions and supervise others.
 - e. Ability to collaborate with a variety of teams and team members
 - f. Ability to be flexible in stressful situations.
 - g. Ability to accept feedback for performance improvements.
 - h. Ability to organize and prioritize duties.
2. Physical Tasks:
 - a. Sufficient ability to hear, in order to communicate with others
 - b. Ability to bend, stoop, squat and kneel while working on equipment, assisting students, etc.
 - c. Ability to lift and move objects of at least 50 lbs.
 - d. Ability to do a two-person lift on students 75 lbs or more.
 - e. Ability to commute to and from meeting and work sites.
 - f. Ability to work beyond an eight hour day, if necessary.
3. Equipment
 - a. Ability to utilize electronic equipment and other necessary equipment such as telephones, computers or various types, IPAD, printers, copiers, and calculators.
 - b. Ability to utilize various software and web-based applications.

Policy Requirements:

1. Adhere to applicable Master Agreement, district and/or building policies and procedures including the staff handbook, but not limited to:
 - a. attendance
 - b. business procedures
 - c. student discipline
 - d. safety (tornado, fire, lock-down, abuse/neglect procedures, etc.)
 - e. obtaining parental permission
 - f. personal appearance
 - g. emergency, accident or illness
2. Attend all required meetings and submit required reports on time.
3. Follow administrative directives, verbal and/or written.
4. Safely supervise students during contact hours.
5. Maintain confidentiality.
6. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
7. Demonstrate acceptable ethical standards of the profession.

Job Performance:

1. Communication and interpersonal relationship skills expected:
 - a. Communicate clearly and accurately when writing/speaking.
 - b. Communicate concerns, thoughts, and/or ideas to appropriate:

- i. Teacher
 - ii. Administrator
 - iii. External personnel
 - iv. Other appropriate individuals as necessary
- c. Maintain an environment that is conducive to student learning and collegial with coworkers.
- d. Assist other personnel as needed
- 2. Management and organizational skills expected:
 - a. Effectively organize work tasks/duties and prioritize appropriately.
 - b. Complete assignments and work tasks accurately, on time, and without constant supervision.
- 3. Application of job knowledge expected:
 - a. Demonstrate logical problem-solving skills.
 - b. Demonstrate skill in assisting students and staff to meet objectives and in utilizing educational equipment, materials, and resources.
 - c. Provide positive reinforcement to students.
 - d. Maintain an environment that facilitates learning and safeguards mental, emotional and physical health.
 - e. Utilize a variety of educational materials and techniques to meet the individual needs of students.
 - f. Stay current in the academic field regarding best practice and compliance concerns through district-provided professional learning.
 - g. Meet specific performance objectives developed jointly with immediate supervisor.
 - h. Demonstrate ability to use technology to perform basic work responsibilities such as data collection, data analysis, electronic communications, etc.

Duties:

1. Maintain calmness and control under difficult and stressful, emergency situations.
2. Record and summarize data as directed by the special education teacher.
3. Assist the teacher in developing realistic goals for students.
4. Assist the teacher in planning activities to develop individual student performance objectives.
5. Assist in caring for the necessities of each student; i.e., self-care, adaptive, cognitive, medical.
6. Utilize a variety of materials and equipment to enhance each student's learning experience.
7. Be flexible and able to perform other duties as assigned by supervisor for transportation, lunch, sanitation, and safety.
8. Demonstrate capabilities in presenting lessons to individuals or small groups.
9. Assist with the implementation of students' individualized health care plans.
10. Implement Behavior Intervention Plans as written in the IEP
11. Assist students in following classroom schedule.
12. Be able to function independently for short periods of time and follow through on lesson plans or teacher directives with assigned students.
13. Demonstrate skills of appropriate communication techniques with students who have behavioral or emotional difficulties.
14. Demonstrate skills in various clerical duties; i.e., copying, grading assignments, prepping for classroom instructional materials, and classroom bulletin boards.
15. Demonstrate skills in assisting the teacher in maintaining classroom management and discipline.
16. Demonstrate skills in the basic academic areas of reading, spelling, and math in order to be able to instruct students in these areas.
17. Performs other duties as assigned.
18. To avoid disruption to school district operation and required student services, the employee must be able to work additional/supplemental days beyond the signed contract if needed.

Employee Name:

Employee Signature:

Date:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This is job description is not to be construed as an exhaustive list of all requirements and job duties and does not constitute a contract for employment. This job description is subject to change at any time.

Date Created: February 2023

Revisions: