

Paraprofessional-Special Education		
Reports to: Principal		Work Year: 9 months/182 days
Evaluation:	In accordance with the Board approved Personnel Evaluation Plan	
General Overview		
Assisting teachers with students identified as requiring special education services.		
Language Skills- Ability to read and interpret documents such as safety rules and procedure manuals, ability to write routine reports and correspondence, ability to speak effectively before groups of students or parents, ability to effectively present information in one-on-one and small group situations to students.		
Performance Responsibilities		
<ul style="list-style-type: none"> • Discusses assigned teaching area with classroom teacher to coordinate instructional efforts. • Assists teacher in preparing and developing various teaching aids such as bibliographies, charts, and graphs. • Assists teacher in presentation of subject matter to students, utilizing a variety of methods and techniques such as small group instruction, discussion, and supervised role-playing. • Assists in the routine supervision of study areas, cafeteria, halls, playground, field trips, and bus loading and unloading areas, when applicable. • Assists teacher in preparing, administering and grading examinations. • Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts. • Operates audio-visual equipment, assistive technology devices and computers. • Assists teacher with control of student behavior and discipline. • Assists teacher in conferences with parents on progress of students. • Performs non-complex health procedures as prescribed by board policy and state law. • Performs required duties to meet students' physical needs. • Performs other related duties as required or assigned. 		
Minimum Qualifications		
Education/Experience- High School Diploma or GED and some previous experience working with children preferred. Highly Qualified		
Essential Functions		
Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources. It should also be noted the order of duties/responsibilities as listed in the job description is not designed nor intended to rank the duties in any order of importance relative to each other.		
Employee Sign-Off		
<i>My signature indicates that I have received, reviewed, understand, and agree to this job description; and further acknowledges that I have received a copy for my records.</i>		
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
<i>Received</i>		
<i>By:</i>	<i>Signature</i>	<i>Title/Position</i>
		<i>Date</i>

