



Special Education Paraprofessional Job Description

Date Updated: August 2022 FLSA Status: Non-Exempt
Reports To: Special Education Director Employee Group: Support Staff
Days Per Year: 180 Hours Per Day: Varies
Salary Range: H8

Job Summary:

Provide academic, functional, and behavioral support to assigned student(s) as directed by the Special Education Teacher and/or Classroom Teacher. Support Special Education teacher with daily routines and expectations within the classroom.

Primary Duties and Responsibilities:

1. Encourage student independence.
2. Provide instructional support to the teacher or assigned student (s) by assisting in differentiated instruction and formative and summative assessment.
3. Provide functional support to assigned student (s) to assist with toileting, feeding, and/or safety (in classrooms, hallways, cafeteria, playground, ect.).
4. Carry out strategies and intervention as per student behavioral support plans. Collect data on individual student academic and behavioral support plans.
5. Work with student to encourage regular daily attendance and develop positive mentor relationships with assigned student.
6. Provide support to assigned student in support settings and push in to mainstream classes to provide support service to the student in a least restrictive setting.
7. Gather data for progress monitoring for the teacher.
8. Provide assigned student(s) one to one support on using assistive technology, as appropriate.
9. Provide support for student health needs to include training on seizure protocols, diabetes protocols CGM Blood Sugar Monitor, Hearing Aides, and lift transfer procedure as well as specialized equipment.
10. Assist teacher and student (s) in Community-based Instructional opportunities to generalize taught skills and learn and practice necessary skills for the environment.
11. Provide clerical support to the teacher, as needed.
12. Perform other duties as assigned by the Special Education Teacher, Classroom Teacher and/or Special Education Supervisor.

Qualifications:

- Previous experience with special needs students preferred
- Associate's degree, 48 credits or post-secondary education, or equivalent test is required.
- High school diploma or equivalent necessary
- Certification in CPR/First Aid is required



- Crisis Prevention Institute (CPI) training and certification is required (may be provided in district)
- Submission of pre-employment medical examination (Section 148 of the PA School Code)
- Submission of the following clearances:
 - PA State Criminal History Record (Act 34 & Act 114)
 - PA Dept. of Public Welfare Child Abuse History Clearance (Act 151 & Act 114)
 - Federal (FBI) Background Check (Act 24)
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Physical Demands:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Considerable bending and twisting of the body required
- Ability to lift and/or assist in lifting students and their assistive equipment or devices up to 50 lbs.
- Some stooping and squatting required
- Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
- Ability to stand for long periods of time of the workday

Sensory Abilities:

- Visual acuity
- Auditory acuity

Work Environment:

- Typical classroom environment
- Subject to inside and outside environmental conditions

Temperament:

- Must possess excellent interpersonal skills with children
- Adults must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must be able to work with students

Cognitive Ability:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

Specific Skills:



- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

All job functions are to be executed through the lens of high quality, customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality customer service may include, but are not limited to, the following:

- Prompt responsiveness to inquiries
- Professional and courteous verbal and nonverbal communication
- Proactive problem solving

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Print Name

Signature

Date