



Job Title: District Paraprofessional (Grades Pre-K-12)

Reports To: Special Education Director and Building Administration

Employee Status: Full Time, Benefits, Classified Paraprofessional Salary Schedule

Job Summary: The role of the paraprofessional in special education is to work under the supervision of professional service provider to directly or indirectly assist and support in the provision of services to students with disabilities. The role and assignments of a paraprofessional are not defined by a particular student, setting or program but rather by students' needs as determined by the IEP.

Essential functions of the job may include but are not limited to the following:

- Assists students with special needs in all aspects of classroom instruction to maximize inclusion, learning, and achievement.
- Assists and guides all students to reinforce reading, language arts, mathematics, computer instruction, and other skills.
- Works with students individually, in small groups, or whole group to reinforce and re-teach basic learning and implement assigned programs.
- Assists professional staff in the administration and correction of classroom exercises, tests and assessments.
- Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
- Assists with record-keeping procedures to document student learning and performance.
- Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
- Assists all students in non-instructional areas, such as supervising the student lunch programs, bus duty, playground duty, corridor, study hall, and other related non-instructional areas.
- Prepares educational materials as needed.
- Assists teacher with parent contact, as requested, to foster effective and participatory parent involvement in student education.
- Participates in IEP process and serves as a resource for the student personnel evaluation team as needed.
- Assist students with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities (toileting, feeding, maneuvering, hygiene, etc.)
- Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.
- Ability to maintain confidentiality of information regarding students, employees and others.

- Assists with fostering independence, socialization, and self-esteem for all students.

Additional Duties:

- Assist guidance, pupil services staff or building administration, as needed.
- Perform any other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.

Travel Requirements:

- Travel between school buildings, may be required for certain positions.

Knowledge Skills and Ability Required:

- Ability to carry out instructions furnished in written or oral form.
- Ability to understand, apply and use computers and software applications (e.g., Word, Excel, Google).
- Ability to work with a diverse group of individuals.
- Ability to establish a supportive and compassionate relationship with all students, especially those students with special needs.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work “team player mentality”.
- Ability to report work orally or in writing to supervisor as required.
- Ability to communicate effectively in written or verbal forms.
- Ability to perform duties in a positive, professional manner.

Qualifications:

- High School diploma or equivalent and Para Certificate or Substitute Certificate through DESE
- College Credit Hours or Degree.
- Prior experience working with special needs children desirable is not necessary.

Physical Requirements:

Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift, move and/or support up to 50 pounds (and/or up to adult size body weight with two-to-three-person lift). Position can require some degree of physical interaction with students who have difficulty controlling physical behavior.

Background Check:

Employment in this position is contingent upon consent to and successful completion of a pre-employment background check, which may include a criminal background check, reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to the Oak Grove R-VI School District. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

Term of Employment: 9 months (in accordance with the Board Approved District Calendar)