



JOB DESCRIPTION

POSITION TITLE: Paraprofessional – Special Education

UNION AFFILIATION: Romeo Assistants Support Personnel Association

FLSA STATUS: Non-Exempt

FTE STATUS: 1.00

REPORTING RELATIONSHIP: Building Principal/Director of Special Services

GENERAL PURPOSE:

Under the direction of the building Principal and the Director of Special Services, the Special Education Paraprofessional assist classroom teachers with students with Individualized Education Plans (IEPs), including diagnosed with Autism Spectrum Disorder (ASD) who require specific behavioral and developmental support affecting a child's communication, social and play skills. The paraprofessional provides caring and nurturing support to students in the least restrictive environment, to achieve their individual goals. The RCS is committed to a culture of high expectations and continuous improvement through aligned and meaningful professional development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Instrumental in supporting a safe and welcoming learning environment by exercising patience, on-the-spot judgment and flexibility at all times;
- Read, interpret and follow IEPs to guide the roles and responsibilities of the paraprofessional;
- Develops positive relationships with lead classroom teacher, students, parents and colleagues;
- Works with students individually, in small groups or in large groups in various school settings and under the direction of the classroom teacher;
- Collects data based on the IEP and/or Behavior Intervention Plan (BIP) requirements and assists staff with implementing interventions for students with IEPs.
- Follows the student's IEP, BIP, or another mandated plan with the highest level of fidelity;
- Works collaboratively under the direction of teachers to assist students with special academic, behavioral and/or medical needs;
- Communicates and reports progress of students to teachers and administration;
- Keep students on task during instructional activities, maintaining consistency throughout the day;
- Assist teacher in implementing IEP goals and behavior plans such as: self-help skills, socialization, language development, toilet and hygiene training, eating and feeding, and behavior management;
- Assist and accompany students during hall passing, recess and elective classes;
- Attend to students as they enter and exit the school buses;
- Assist in updating data (attendance and behavior);
- Engage with students in a positive manner to reduce aggressive and/or abusive behavior that may be related to their disability;

01/08/2024

- Support the testing center(s) for students with special needs;
- Follow federal law and District policies/procedures at all times;
- Maintain confidentiality at all times;
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to administrative and/or school policies;
- Participates in collegial conversations surrounding student achievement on a regular basis, influencing individual, grade, and/or department instruction based on collective examination of student performance;
- Participates in district and school initiatives, adheres to building and district school improvement plans;
- Keep in confidence student records and information as required under FERPA;
- Adheres to district and school rules and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;
- Regular and reliable attendance is an essential function of the position;
- Other duties as assigned by Supervisor.

SUPERVISORY RESPONSIBILITIES:

- Position supervises students.

EDUCATION and/or EXPERIENCE:

- Possession of a High School Diploma or GED
- Two years' experience working with students preferred;
- Must be certified in CPI, First Aid and CPR;
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable;
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required);
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to explain and demonstrate appropriate teaching techniques;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

TERMS:

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The contract, salary and other employment

conditions will be mutually agreed upon by the Board of Education and the Romeo Education Association.

REASONABLE ACCOMMODATION:

The ADA defines “reasonable accommodation” as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause an undue hardship for the employer. Examples of reasonable accommodations may include: Additional modifying equipment or devices; modified work schedules; providing an interpreter; or making the work environment readily accessible to individuals with disabilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is often required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to travel to other buildings and to training may be required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this position.

FUNCTIONS OF JOB DESCRIPTION:

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The job description is not an exhaustive list of all functions that the employee may be required to perform and the employee may be required to perform additional functions. This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Romeo Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this job description in its sole judgment. This job description is not a contract for employment.

EEO STATEMENT

Romeo Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment of any basis prohibited by law. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in discipline up to and including discharge. Concerns or questions should be filed with the Office of Employee Services.

"The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district."

"I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined above, with or without reasonable accommodation. I

01/08/2024

understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Employee Services Department.”

Employee Signature

Date

Employee Services Signature

Date