

Adopted 12/94
Revised 2/03
Revised 6/18
Revised 3/2022

Position Description

Role Description

SPECIAL EDUCATION PARAPROFESSIONAL

QUALIFICATIONS:

1. High School Diploma/Bachelor's Degree preferred.
2. Experience with students with educational disabilities preferred.

REPORTS TO:

1. Assistant Principal at Elementary, Intermediate, and Middle Schools
2. Special Education Coordinator at High School
3. Special Education Teacher(s) or Life Skills Enrichment/Intensive Needs Teacher as appropriate
4. Teacher of the Visually Impaired as appropriate

SUPERVISES:

Not applicable

JOB GOAL:

To assist in providing special education and related services while working under the supervision of certified special education teacher.

PERFORMANCE RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position.

1. Follows student(s) Individual Education Plan and behavior plan developed by the students' special education team.
2. Assists teachers in preparing modifications and implementing accommodations as described in the student's Individual Education Plan.
3. Reinforces skill development as directed by special education teacher and relevant licensed related service providers such as the speech and language pathologist, occupational therapist, and physical therapist, Teacher of the Visually Impaired or Feeding and Swallowing Specialist. This will include student specific equipment and devices.
4. Monitors student behavior, collects behavior data and maintains the safety of students with whom they are working.
5. Assists with mobility and personal care of students as necessary.
6. Collect accurate data on individual student IEP goals as directed by the special education teacher. The paraprofessional does not evaluate the effectiveness of programs.

7. Completes documentation as necessary to confirm service delivery.
8. Completes documentation for Medicaid billing.
9. Provides supports in general and/or special education settings.
10. Communicates regularly with the students' special education team and classroom teachers as to students needs and progress.
11. Maintains confidentiality regarding student and program information.
12. Participates in professional development as directed.
13. Performs other appropriate duties as assigned by the special educator and/or school administration.

Addendum for Program Paraprofessionals:

1. Assists Special Education teacher with clerical duties such as preparation of materials, making copies, lamination etc
2. Under the direction of a special education teacher may work with small groups of students.

Addendum for Life Skills Paraprofessionals:

1. Accompanies assigned students to vocational training assignments.
2. May assist with the transition to and from school.

Addendum for Intensive Needs Paraprofessionals:

1. May assist with the transition to and from school.

TERMS OF EMPLOYMENT:

Days contracted as per Letter of Agreement

EVALUATION:

In accordance with district procedures

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Occasionally required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Occasionally required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Occasionally required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Occasionally required |
| 8. Carry over 50 lbs: | Not required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull: | Occasionally required |

Hand Manipulation:

- | | |
|----------------------------|-----------------------------------|
| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |
| 3. Torquing: | Not required |
| 4. Fingering | Frequently required |
| 5. Controls and Equipment: | Computer, telephone, copy machine |

Other Physical Consideration:

- | | |
|---------------|-----------------------|
| 1. Twisting: | Occasionally required |
| 2. Bending: | Occasionally required |
| 3. Crawling: | Occasionally required |
| 4. Squatting: | Occasionally required |
| 5. Kneeling: | Occasionally required |
| 6. Crouching: | Occasionally required |
| 7. Climbing: | Occasionally required |
| 8. Balancing: | Occasionally required |

Work Surface (s):

Standard teacher desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8
Stand	<u>1</u> 2 3 4 5 6 7 8	1 2 3 4 <u>5</u> 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- | | |
|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required. |

Specific Vocational Preparation Requirements:

- | | | |
|---|-------|---|
| 1. Short demonstration only | _____ | |
| 2. Any beyond short demonstration up to and including 30 days | _____ | |
| 3. 30-90 days | _____ | |
| 4. 91-180 days | _____ | |
| 5. 181 days to 1 year | _____ | |
| 6. 1 to 2 years | _____ | |
| 7. 2 to 4 years | _____ | X |
| 8. 4 to 10 years | _____ | |
| 9. Over 10 years | _____ | |

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, and parents.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is rarely required to do some lifting. Employee is typically able to sit and stand as needed.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

1. Lift up to 10 lbs.:	Occasionally required
2. Lift 11 to 25 lbs.:	Occasionally required
3. Lift 25 to 50 lbs.:	Rarely required
4. Lift over 50 lbs.:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Not required

Hand Manipulation:

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fingering	Occasionally required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine

Other Physical Consideration:

1. Twisting:	Rarely required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Rarely required

- | | |
|---------------|-----------------------|
| 5. Kneeling: | Rarely required |
| 6. Crouching: | Occasionally required |
| 7. Climbing: | Rarely required |
| 8. Balancing: | Rarely required |

Work Surface (s):

Standard office/school desk/tables and chair. Varies from carpeting, linoleum to tile.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8
Stand	1 2 3 <u>4</u> 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- | | |
|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required. |

Specific Vocational Preparation Requirements:

- | | |
|---|--------------|
| 1. Short demonstration only | _____ |
| 2. Any beyond short demonstration up to and including 30 days | _____ |
| 3. 30-90 days | _____ |
| 4. 91-180 days | _____ |
| 5. 181 days to 1 year | _____ |
| 6. 1 to 2 years | _____ |
| 7. 2 to 4 years | <u> X </u> |
| 8. 4 to 10 years | _____ |
| 9. Over 10 years | _____ |

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other: Employee is typically able to sit and stand as needed.