

## **TITLE: SPECIAL EDUCATION PARAPROFESSIONAL**

### **QUALIFICATIONS**

1. Preferred at least two years of college-level coursework or an Associate's Degree in education or related field. Required High School Diploma or the equivalent and pass the required Paraprofessional Assessment.
2. Previous aide or teaching experience preferred
3. Ability to lift up to forty pounds and push and pull up to one hundred pounds
4. Knowledge of child growth and the diverse needs of children with disabilities
5. Knowledge of appropriate special education classroom practices
6. The ability to work with students with emotional, physical, and mental disabilities
7. Ability to instruct students one-on-one and small group situations, at the direction of the Special Education Teacher
8. Strong background in teaching methods and developmentally appropriate classroom activities
9. Demonstrated knowledge of subject matter and effective teaching methods
10. Knowledgeable about word processing, data bases, spread sheets, and reports
11. Ability to maintain a learning environment
12. Works well with students, staff, and the public
13. Excellent organizational skills
14. Excellent interpersonal and communication skills
15. Able to work under pressure and deadlines
16. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO**

Special Education Teacher and/or Classroom Teacher and Director of Special Services

### **JOB SUMMARY**

Assists the classroom teacher and/or special education teacher in achieving the goals and objectives as stated on each child's current Individual Education Plan (IEP) through individual, small group, or whole group instruction.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Working with Students

1. Maintain high academic standards and expectations
2. Repeat lessons to Title I students who were absent for that lesson
3. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using a variety of methods as directed by certified staff
4. Provide immediate feedback on student performance
5. Respond to students' questions and requests for assistance
6. Observe students' work and study habits
7. Observe and record students' time on task when needed
8. Assist students in locating prescribed instructional materials and starting their assignments
9. Assist the classroom teacher in the delivery of an effective instructional program

10. Work with individual students or small groups of students to reinforce learning of material and skills introduced by the teacher
11. Help students master equipment or instructional materials assigned by teacher
12. Provide individualized instruction activities using materials and sequences selected by the special education teacher and other related services personnel
13. Identify pupil needs and provide instruction appropriate to those needs
14. Follow modifications and accommodations as specified in IEPs
15. Administer informal assessments to accommodate students' specific modifications at the direction of a certified teacher
16. Assist with such large group activities as drill and practice, reading aloud, and storytelling, and participate in other forms of oral communication with students
17. Guide independent study, enrichment work, and remedial work assigned by the teacher
18. Assist students in the library or media center
19. Check notebooks, correct papers, and supervise testing and make-up work as assigned by the teacher
20. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips
21. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students
22. Encourage students to strive to meet their highest potential
23. Communicate classroom rules, and encourage students to set and maintain standards of classroom behavior

#### Other Classroom Assistance

1. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities
2. Alert the supervising teacher to any problem or special information about an individual student
3. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
4. Keep the supervising teacher informed of activities and any issues that may arise
5. Operate and care for equipment used in the classroom for instructional purposes
6. Distribute and collect workbooks, papers, and other materials for instruction
7. Engage children in conversation to encourage language development
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
9. Meet the personal needs of children with disabilities including toileting, feeding, locomotion, and health needs
10. Assist, where appropriate, in loading and unloading the special education pupil from transportation buses or vans

#### Other

1. Keep accurate records and maintain individual records for each student

2. Become familiar with basic special education knowledge as covered by the Individuals with Disabilities in Education Act with an emphasis on due process procedures and confidentiality of information and records
3. Complete clerical duties as assigned by the supervising teacher
4. Attend faculty meetings as required
5. Keep immediate supervisor informed of activities and problems
6. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

#### EVALUATION

Performance of this position will be evaluated annually by the classroom teacher and/or special education teacher and/or the director of special services in conformance with any applicable federal and state law, administrative rules, and Board policy.

#### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

#### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Updated: 07.30.2021