



## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Special Education Instructional Paraprofessional
<b>JOB GOAL:</b>	To assist the special education teacher in providing instructional and support services for maximum student achievement.
<b>REPORTS TO:</b>	Special Education teacher
<b>SUPERVISES:</b>	None
<b>QUALIFICATIONS:</b>	Associates degree or 48 hours from an accredited college or university. Background check required.
<b>SALARY:</b>	To be determined commensurate with local salary schedule, credentials, and experience.

### **ESSENTIAL FUNCTIONS:**

1. Willingness & ability to work in a highly demanding, stressful environment
2. Ability to identify and solve problems as a productive team member
3. Physical strength and mobility to perform job responsibilities
4. Ability to follow & carry out verbal & written instructions
5. Accept constructive feedback
6. Assist with student toileting and specific hygiene needs as needed
7. Ability to transfer students, feed students, and provide physical intervention when required
8. Ability to be punctual and in regular attendance

### **GENERAL RESPONSIBILITIES:**

1. Maintains appropriate confidentiality regarding school/workplace matters
2. Presents lessons or portions of lessons to a student or a group of students, checks accuracy of work and presents additional assignments as directed by the teacher
3. Helps students to use books, computers, classroom materials and other equipment.

4. Assists certified educator in keeping routine records related to attendance, grades, test scores, behavior, or materials and supplies as assigned.
5. Assists certified educators in maintaining discipline and encouraging acceptable student behavior.
6. Assists in managing student behavior to include crisis intervention when needed.
7. Assists teachers on field trips by helping students with physical needs, maintaining discipline, and reinforcing learning situations.
8. Assists bus drivers, when needed, in maintaining discipline and responding to the physical needs of students.
9. Supervises a group of students in the temporary absence of the responsible certified educator.
10. Implements behavior management plan consistent with certified educator implementation instructions.
11. Adjusts or rephrases portions of texts and classroom instruction.
12. Performs duties in a courteous and professional manner.
13. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
14. Works cooperatively and productively with supervisor(s) and other system staff.
15. Engages in professional growth and demonstrates professional ethics and effective leadership.
16. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
17. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
18. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
19. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
20. Uses effective collaboration skills to work as a productive team member.
21. Transfers with a student to another education setting when requested.
22. Performs other job-related duties as assigned by the principal, supervising certified educator, and/or other designated supervisor.

**TERMS OF EMPLOYMENT:** Nine-month position in accordance with Board approved salary schedule.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the State Department of Education and/or Selma City School's policy on evaluation of classified personnel.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.