

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS**

Job Description

TITLE: Paraprofessional (Self Contained)

QUALIFICATIONS:

1. Associates Degree required in an educational related field (preferred).
2. Work experience with students in school or agency setting.
3. Experience working with students in more restrictive environments preferred.
4. Demonstrated ability to work cooperatively with students, teachers, parents and administrators.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: School Principal & Special Education Director

JOB GOAL:

To assist the students to achieve academic and social success by supporting IEP goals, accommodations, behavior plans and functional skills under the direction of the teacher/ special education contact.

FAIR LABOR STANDARDS ACT CLASSIFICATION:

Nonexempt

PERFORMANCE RESPONSIBILITIES:

1. Assist teacher in direct instruction to the students in the classroom.
2. Conduct learning exercises with small groups of children within the classroom.
3. Support sped students in regular classroom settings by providing assistance with equipment and/or instructional or non-structured activities.
4. Assist with the supervision of children during regular play and lunch periods.
5. Assist the teacher in the distribution or collection of classroom materials.
6. Serve as a chief source of information and provides help to any substitute teacher assigned in the absence of the regular teacher.
7. Assist the teacher or special education department in developing appropriate instructional materials.
8. Responsible for carrying out IEP tasks that allow students to meet their IEP goals and appropriately function in the school setting. Tasks may include working on behavior, medical, social, academic or self-help interventions.
9. Work may include, but is not limited to assisting with personal hygiene, direct behavioral services (such as ABA) and data collection.
10. Assist in the lifting and/or toileting of student into medical equipment, such as standers or other equipment as needed or as required in IEP.
11. Attends appropriate in-service training days according to contract.
12. Maintain proper confidentiality of student records.

13. Perform such other tasks or duties as may be requested by the Principal or Assistant Principal in collaboration with the Special Education Director and Classroom Teacher.
14. Regular, reliable attendance

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodations may be made to enable qualified individual with disabilities to perform major functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear; use hands to finger, handle, or operate tools, objects, or controls; reach with hands and arms. The employee is occasionally required to walk, stoop, or kneel. The employee must occasionally lift and/or move up to 30 pounds without assistance and up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The position requires the ability to operate a computer keyboard and standard classroom equipment at efficient speed.

LANGUAGE SKILLS:

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a classroom setting where noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

EVALUATION:

Evaluation will be in accordance with district policy and collective bargaining agreements.

APPROVED BY: Westport School Committee **DATE:** June 28, 1999
REVISED: November 8, 2005
REVISED: Fall 2008
REVISED: February 29, 2016

REVIEWED AND AGREED TO BY: _____ **DATE:** _____