

**JOB DESCRIPTION**

			<b>BAND</b>
<b>GRADE</b>	<b>SUBGRADE</b>	<b>WORKING CONDITIONS</b>	
A	1	3	

<b>JOB TITLE</b>	<b>CONTRACT REFERENCE</b>
Paraeducator	Paraprofessional Master Agreement

<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>VERSION DATE</b>
Building Principal or Director of Special Services	October 2016

**JOB SUMMARY** The Paraprofessional is a district employee who is primarily engaged in direct interaction with one or more pupils for activities according to the teacher-approved plan for the student. Accommodations and modifications specified on students' IEPs are performed under the direction of a regular or special education teacher or related services provider.

<b>TASK NO.</b>	<b>FREQUENCY BAND/GRADE</b>
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	<input type="checkbox"/> Assist school personnel in establishing and maintaining discipline and a safe, healthy learning environment by helping implement behavior management programs, observing, monitoring and recording student behavior, keeping daily student records and assisting with physical restraint in emergency situations. As directed by teacher, implement strategies, deliver reinforcers and consequences for student behavior.		A1
2.	<input type="checkbox"/> Assist the teacher in managing the physical needs of students by helping the student with mobility, dressing, grooming, feeding and toileting.		A1
3.	<input type="checkbox"/> Assist the teacher in implementing programs inside or outside the school environment by such activities as carrying out transition plans, integration activities, transporting students on work program, job shadowing, accompany students in hallways, to the bus, on the bus, lunch, to area pre-schools and to mainstream classes.		A1

4.	<input type="checkbox"/> Under the direction of the teacher, enhance academic instruction by explaining assignments, preparing supplementary instructional materials, and by providing extended practice or follow-up instruction.		A1
5.	<input type="checkbox"/> Assist students in using adapted equipment, computer applications and audio-visual equipment.		A1

**JOB TITLE**

**CONTRACT REFERENCE**

Paraprofessional Title I

Paraprofessional Master Agreement

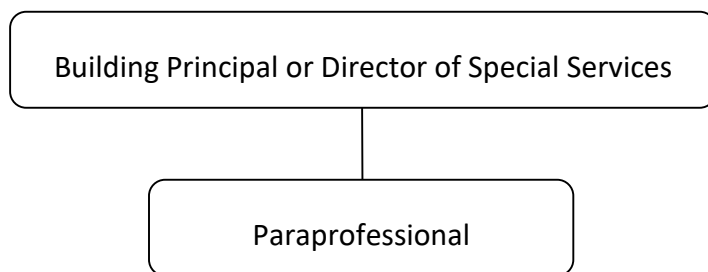
– Page 2

6.	<input type="checkbox"/> Other duties as assigned.		A1
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**QUALIFICATIONS** (Specific training or job experience required before appointment)

1. High School Diploma or GED
2. Pass the Parapro Test or two years of post-secondary education.
3. Ability to relate to and communicate with staff and students
4. Patience and flexibility in working with special needs students
5. Willingness to expand skills
6. Ability to take direction of supervising teacher
7. Ability to keep information confidential
8. Ability to model and reinforce appropriate verbal and interpersonal behavior

**ORGANIZATIONAL RELATIONSHIPS**



**SYMBOLS**

DIRECT SUPERVISION

INDIRECT SUPERVISION

WORK DIRECTION

ADVISE/INFORM

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**PHYSICAL FACTORS**

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly

required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift and use hands to grasp and feel. The employee must frequently lift and/or move up to 40 pounds, occasionally being required to lift and/or move 50 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.