

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

SPECIAL EDUCATION PARAEDUCATOR – (FLA or Freshmen Academy)

POSITION: Special Education Paraeducator (FLA or Freshmen Academy)

REPORTS TO: Site Administrator

LOCATION: Various Sites

NATURE OF WORK:

The Special Education Paraeducator works under the direction of the building administrator, classroom teacher(s) and other school/central office resource staff to provide services and supports to students with disabilities and to support the full implementation of the Individualized Education Program (IEP) /Individual and Family Service Plan (IFSP).

ESSENTIAL FUNCTIONS:

- Meet with the teacher on a regular basis to plan for and review instructional programs;
- Implement instructional/behavioral plans and protocols in accordance with the student's Individualized Education Program/Individual and Family Service Plan;
- Collect data on academic/behavioral programs as directed by the special education teacher and school-based/county-based administrators;
- Maintain strict confidentiality of all student information; and
- Effectively problem solve, collaborate and work semi-independently to support student programs.

DUTIES AND RESPONSIBILITIES:

- Meet on a regular basis with teachers and/or other professionals to plan and/or review the day's activities and needs of the specific students;
- Provide instructional/behavioral/self-help assistance to students as necessary throughout the school day;
- Implement prescribed behavioral programs designed to assist the teacher and/or other professionals in managing student behaviors;
- Collect and maintain instructional and behavior data collection systems with fidelity as instructed by special education teachers and central office resource staff;
- Develop new skills as required for assistance in the implementation of the IEP/IFSP;
- Provide assistance to students as necessary throughout the school day;
- Maintain appropriate safety standards while assisting students during arrival and departure times;
- Assist the teacher and/or other professionals in record keeping;
- Assist students with physical disabilities in positioning, movement and skills of daily living needs;
- Prepare, under the direction of the teacher, appropriate learning activities, stations, and materials;
- Keep required materials readily available for follow-up activities;
- Operate and maintain equipment specific to their assigned area;
- Assist in the establishment of rapport between parents, teacher and students;
- Attend workshops and in-service training sessions;
- Maintain confidentiality regarding all classroom and student information;
- Maintain appropriate safety standards while assisting students during arrival and departure times;

- Implement prescribed behavioral programs designed to assist the teacher and/other professionals in managing student behaviors;
- Operate and maintain equipment specific to their assigned area;
- Assist teachers in the preparation of classroom-based materials and supports;
- Implement instructional interventions with fidelity and based upon review of materials;
- Support students in special education and general education settings;
- Transition students to and from various classroom locations;
- Accompany and support students to special areas classes, related arts, lunch/recess, and fieldtrips; and
- Additional responsibilities as assigned by the principal.

QUALIFICATIONS:

Paraeducator I: Instructional paraeducators assigned to schools not designated as Title I schools shall have:

- Graduated from a standard high school or possession of a state high school equivalence certificate; and
- College training and experience working with children is preferred.

Paraeducator II: (All applicants applying for Title I Schools must meet Paraeducator II qualifications)

- Graduated from a standard high school or possession of a state high school equivalence certificate; **and**
- Completed at least two years of study at an institution of higher education; **or**
- Obtained an associate's or higher degree; **or**
- Met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and mathematics or the instruction in readiness for these subjects; and
- College training and experience working with children is preferred.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven hour employees – Range 5 or Range 7.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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