

ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION

SPECIAL EDUCATION PARAEDUCATOR – IAEC/VIRTUAL ACADEMY

POSITION: Special Education Paraeducator – IAEC/VIRTUAL ACADEMY

REPORTS TO: Site Administrator

LOCATION: Virtual Academy (IAEC)

NATURE OF WORK:

The Special Education Paraeducator works under the direction of the building administrator, classroom teacher(s), and other schools/central office resource staff to provide services and support to students with disabilities in the IAEC program and to support the full implementation of the Individualized Education Program (IEP).

ESSENTIAL FUNCTIONS:

- Meet with the IAEC 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;
- 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 IAEC 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;
- Assist the teacher and/or other professionals in record keeping;
- Prepare, under the direction of the teacher, appropriate virtual learning activities, stations, and materials;
- Assist in the establishment of rapport between parents, teachers, and students;
- Attend workshops and in-service training sessions;
- Maintain confidentiality regarding all classroom and student information;
- Implement prescribed virtual behavioral programs designed to assist the teacher and/or other professionals in managing student behaviors;
- Assist teachers in the preparation of virtual classroom-based materials and supports;
- Implement instructional interventions with fidelity and based upon a review of materials;
- Support students in special education and general education settings; 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

06.2022