

**Job Description**  
**MOORE PUBLIC SCHOOLS**

5.28

**Job Title:** Special Education Paraprofessional

**Qualifications:**

**Credentials:** Oklahoma Certified Tier 2 Special Education Paraprofessional preferred

**Education:** Must have either, 1) 48 credit hours of higher education, or 2) an Associate degree or higher; or 3) Passed the ParaPro Assessment (455+); or 4) Passed the OGET.

**Training or Experience Required:** Must have documentation of either OSDE Special Education Paraprofessional training through Edplan, or other state-approved training provider. Training in Cardiovascular Pulmonary Resuscitation (CPR) and First Aid preferred.

**Special Skills, Knowledge, Abilities:**

**Communication Skills (oral, written, or business):** Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Maintains confidentiality of information about students.

**Data Recording/Record Keeping:** Performs simple data recording/collection, record keeping, operations requiring logging, filing, or posting single entry items either manually or electronically.

**Mathematical Skills:** Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

**Computer/Business Machines skills:** Uses computers that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, laminator, duplicator, students' Assistive Technology devices, laptops, tablets, and/or CRT/computers. May on occasion use more difficult machines without any proficiency required, such as data entry.

**Office Filing and Retrieving:** Responsible for filing and retrieving from an existing filing system.

**Site:** Various

**Reports To:** Special Education Teacher/Principal

**Job Goal (Purpose of Position):** Performs entry to semi-skilled level duties under general supervision to assist the classroom teacher provide a teaching environment to improve and develop the students' self-care, physical, social, communication, cognitive skills, and academic achievement. The overall goal is to assist these students in their educational pursuits.

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An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures and follow pre-determined solutions established by higher-level supervision or operating procedures.

**Contact with Others:** An incumbent in this position has some public contact with members of own staff or district. Some interpersonal interaction or communication is required outside of the specific classroom environment.

### **Other Performance Measures:**

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident or injury to self or to students. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

### **Essential Job Functions:**

1. Assists with instruction and activities for individuals or for groups as assigned by teacher. Supervises students in instructional settings, off-campus activities and during non-instructional activities such as recess, assemblies, emergency drills, getting on and off buses.
2. Prepares, creates, and/or adapts instructional materials as directed by teacher to reinforce skill learning based on individual needs. Assists students with assignments. Sets up and operates equipment for instructional purposes.
3. Serves as chief source of information and assistance for substitute teachers
4. Grades student work; records grades; completes necessary paperwork in class.
5. Checks and records student attendance. Makes other reports and records as required.
6. Performs housekeeping duties with classroom to ensure it is neat and clean.
7. Operates photocopier, laminator and duplicator or student Assistive Technology devices.
8. Performs playground, bathroom, and cafeteria duties as needed.
9. Attends in-service in Special Education to keep up with new policies and procedures.
10. Performs other duties as assigned.
11. As required, assists students with hygiene/bathroom functions, eating, dressing, and assists students change clothes or diapers. May require assistance with toileting duties.
12. Maintains confidentiality of information regarding students