

Paraprofessional - Special Education - Severe Needs

Purpose Statement

The job of Paraprofessional - Special Education - Severe Needs is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for improving students success in basic academics (reading, language and/or math); relieving teachers of clerical tasks; and assisting students by modeling the skills necessary to perform assignments.

This job is distinguished from similar jobs by the following characteristics: the Severe Needs Special Education Paraprofessional spends the majority of the time working with children in the BEST (Building Essential Skills Together) and ESC (Essential Skills Classroom) programs.

This job reports to the Principal.

Essential Functions

- Adapts equipment under the guidance of therapist and teachers (e.g. seating, tables, desks, computer hardware, etc.) for the purpose of providing optimal positioning and increased independence for special education students.
- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and/or IEP goals.
- Administers immediate first aid and medical assistance as instructed by a health care professional (e.g. diapering, tube feeding, colostomy bags, etc.) for the purpose of meeting immediate health care needs and/or developing children's daily living activities and behavioral skills.
- Assesses students for the purpose of supporting IEP modifications and accommodations, district benchmarks and IEP goals.
- Attends diligently to the safety of children and surroundings for the purpose of maintaining a safe and secure learning environment.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Builds rapport and trusting relationships with students for the purpose of promoting a safe and secure learning environment.
- Collects and inputs data for case manager for the purpose of following established procedures.
- Communicates with supervising instructional staff and professional support personnel (e.g. teachers, counselors, etc.) for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Completes required documentation in a timely manner for the purpose of completing daily logs and student's hourly activities.
- Follows and collects data on success plans and/or behavior intervention plans for the purpose of promoting appropriate school behaviors.
- Models conversation, behaviors, cleanup activities, listening, and everyday interactions for the purpose of maintaining a safe and positive learning environment.

- Monitors students during assigned periods within a variety of school environments (e.g. bus stop, crosswalk duty, playground, classroom, field trip, assembly, kitchen, cafeteria, etc.) for the purpose of maintaining a safe and positive learning environment.
- Prepares and organizes daily work materials and work spaces for the purpose of ensuring availability of items and providing written documentation..
- Provides sensory interventions under the guidance of therapist and teachers for the purpose of keeping students calm and ready to learn.
- Provides instruction to students under the direction of the classroom teacher for the purpose of implementing IEP goals assisting in adapting to mainstream classrooms and ensuring student success.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; safety practices and procedures; conflict resolution; and stages of child development and behavior.

ABILITY is required to gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working in a fast-paced environment; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with frequent interruptions; and being able to multitask.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Ability to repetitively pull/push, lift, and carry up to 30 lbs; ability to climb up 8 ft ladder, ability to quickly stand up from sitting position on the floor and ability to run after student.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Education (Preferred):

Equivalency: Associate's Degree preferred.

Required Testing

None Specified

Certificates and Licenses

60 college credit hours or passed the DESE approved paraprofessional test or completed the 20 hours Substitute Certificate course

Continuing Educ. / Training

10 hours Professional Development/yearly
CPR Certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

10/22/2021

Salary Grade

See Classified Salary
Schedule

Revised Date

9/10/2024

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.