

SOUTH HADLEY PUBLIC SCHOOLS

JOB DESCRIPTION

Position: Paraprofessional

Job Goals:

1. To provide each identified student with the individually tailored help their needs to make progress toward established educational goals in a given curriculum.
2. To collect data on students, to help determine progress and adapt teaching strategies.

Supervision: Reports to the Director of Student Services, Building Principal, Assistant Principal and/or Special Education Teacher

Experience and Training:

1. High school diploma or equivalent; college degree or highly qualified status preferred
2. Ability to work well with others as a member of a school team.
3. Prior work experience with school-aged children preferred
4. Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable
5. To be trained in verbal de-escalation training within 6 months.

Performance Responsibilities:

1. Implements the general/special education accommodations and provides general/special education instruction as stated on the IEP or 504 Plan
2. Under supervision of the general/special education personnel, works with small groups of students or 1:1 to reinforce concepts and skills initially introduced by the teachers or specialists.
3. Serves as a resource person, if and when requested, to the special education evaluation team conferring about one of the students to whom assigned, while adhering to the district's confidentiality policy
4. Supports the assigned general/special education teacher, as needed, with design and preparation of educational materials, while adhering to the district's confidentiality policy
5. As part of the pre-referral process, provides targeted support to general education students.
6. Employing flexible strategies and methods as appropriate to meet the individual social, emotional and intellectual needs of assigned pupils in all education settings.
7. Establishes and maintains standards of pupil behavior needed to provide an orderly productive classroom environment.
8. Communicates with school personnel on pupil progress.
9. Maintains professional competence through in-service education activities provided by the school and/or through self-selected professional growth activities, including a minimum of two days of building based training prior to assignment.

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10. Performs related tasks that may, from time to time, be assigned in support of the stated job goal.

Terms of Employment: As agreed upon through the negotiated union contract.

Evaluation: Written annually by the Building Principal or designee

Physical Requirements: The position requires a moderate amount of walking, standing, sitting and climbing stairs and step stool whenever necessary. Activities also include moderate physical exertion in body movement such as reaching, bending, twisting, grasping, pushing, and pulling of objects. The position requires lifting objects of 20 pounds on a frequent basis, and over 20 pounds occasionally. There is a frequent requirement of fine motor manipulation associated with the required use of a computer, typewriter, keyboard, calculator, and other business machines.

Environmental Conditions: The employee is required to work indoors and sometimes outdoors. The regular chemical solvents are toners and cleaning fluids.