

## Job Description

Position Title	Instructional Paraprofessional – Special Education/English as a Second Language		
Building	Varies	Department	Special Education/English as a Second Language
Hours	Varies	Supervisor	Building Principal/Case Manager/Teacher
Band and Grade	B-21	Tools and Equipment	Pencils, pens, games, games, flashcards, books, computer

Primary Function	Under direction of a teacher, performs duties involved in the instruction of students with special needs. Works closely with students in both individual and in small group settings to reinforce and practice instructional concepts and material presented by the teacher. Under the direction of a teacher, assists Spanish-speaking students in grades 7-12 in acquiring skills in speaking and writing in English.
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Essential Duties	
1	Works in small groups or one on one with special education students; interacts with students according to their IEP; assists and monitors students in completing any tasks; helps promote a safe learning environment; prepares and corrects assignments and tests as directed; modifies assignments and tests as needed; and other duties as assigned by supervisor.
2	Observes and helps special education students in the classrooms; makes sure students stay on task; monitors and documents behavior and activities and intervenes when needed; keeps track of assignments; checks student planners; reads tests to students when needed; helps students with organization; and helps students with assignments.
3	Supervises students in classroom settings – Interprets directions and tasks from the classroom teacher for the student; follows up with tasks assigned to the student and makes modifications as needed to fit in with individual IEPs; intervenes when needed to redirect appropriate behavior or to take action when behavior becomes out of control.
4	Assists in the special education classroom with needs of the classroom, i.e., organizing work spaces, creating bulletin boards, putting together packets of work for students, etc.
5	English as a Second Language – Works one hour a day under teacher's direction to assist Spanish-speaking students in grades 7-12 with acquiring skills in speaking and writing in English.
6	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of experience working with children, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of District policies and building rules.</li> <li>• Knowledge of disciplinary policies.</li> <li>• Knowledge of general safety and health rules.</li> <li>• Knowledge of CPR/first aid.</li> <li>• Knowledge of basic office equipment and procedures.</li> <li>• General knowledge of the principles and practices of an instructional paraprofessional.</li> <li>• General knowledge of crisis prevention intervention techniques.</li> </ul>
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in applying disciplinary policies.</li> <li>• Skill in relating to and understanding children.</li> <li>• Skill in developing a rapport with children and explaining concepts in a simple and understandable manner.</li> <li>• Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.</li> <li>• Ability to physically restrain a student with help of others if a student's behavior escalates to a potentially dangerous level.</li> <li>• Ability to establish and maintain effective working relationships with students and staff.</li> <li>• Ability to handle every day, reoccurring basic assignments and problems (including college entry courses).</li> <li>• Ability to apply regular and repetitive procedures.</li> <li>• Ability to read and interpret basic workplace data.</li> <li>• Ability to communicate effectively, both verbally and in writing, with students, parents, community professionals, and fellow staff.</li> <li>• Ability to write clearly and concisely.</li> <li>• Ability to use modern office equipment and related software.</li> </ul>
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<b>Physical Activities/ Requirements</b>	<p>Stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>
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