



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Paraprofessional – Personal

(Rev. 12/17/2012)

- Qualifications:
1. Demonstrates an understanding of, aptitude for, and willingness to perform the responsibilities required of this position;
  2. Completion of a minimum of 60 college credits;
  3. A Substitute Teacher Certificate is preferred, but not required;
  4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Supervisor of Special Education Services

Supervises: Assigned students with special needs.

- Job Goal:
1. To provide assistance to his/her assigned student as indicated by the performance responsibilities listed below, for the purpose of accommodating the students' disabilities and providing a high quality education.
  2. To provide a well-organized, smoothly functioning classroom environment in which the assigned student can take full advantage of the instructional program and available resources.

Performance Responsibilities:

1. The performance responsibilities for this position are related to the needs of the assigned student who is in need of one-to-one support as determined by the student's IEP Team.
2. Works with the designated student to reinforce material initially introduced by the teachers.
3. Assists the assigned student with toileting, eating, and other activities of daily living as necessary and as defined in the student's IEP.
4. Provides physical care as necessary to assist the assigned student in adapting to the classroom and school environment.
5. Checks and monitors the student's work in conjunction with the classroom teachers.
6. Set up adaptive equipment and materials as necessary.
7. Provide assistance with mobility between classes as necessary.
8. Participates in in-service training programs.
9. Performs other non-instructional duties as may be required by the Board of Education, consistent with the position of one-to-one assistant.

Employment conditions:

Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Paraprofessionals
Pay Grade/Compensation Structure:	G18
Evaluation:	In accordance with Board policy