

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**SPECIAL EDUCATION PARAEDUCATOR**

**POSITION:** Special Education Paraeducator

**REPORTS TO:** Site Administrator

**LOCATION:** Various Sites

**NATURE OF WORK:**

The Special Education Paraeducator works under the direction of the building administrator, classroom teacher and other school/central office resource staff to provide services and support to students with disabilities and to support the full implementation of the Individualized Education Program (IEP) /Individual and Family Service Plan (IFSP).

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to work under pressure
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess effective organizational skills
- Possess effective written and oral communication skills

**DUTIES AND RESPONSIBILITIES:**

- Assists students with developmental needs with adaptive and daily living skills, which may include movement, toileting, feeding, dressing, self-help, and positioning in adaptive equipment/devices
- Meets with the teacher on a regular basis to plan for and review instructional programs
- Implements instructional/behavioral plans and protocols in accordance with the student's Individualized Education Program/Individual and Family Service Plan
- Collects data on academic/behavioral programs as directed by the special education teacher and school-based/county-based administrators
- Provides instructional/behavioral/self-help assistance to students as necessary throughout the school day
- Possesses and maintains CPI certifications when assigned to regional programs (COMPASS, TIDES, SAIL, LAP, PSSE, and Infants & Toddlers)
- Maintains appropriate safety standards while assisting students during arrival and departure times
- Assists the teacher and/or other professionals in record keeping
- Keeps required materials readily available for follow-up activities
- Operates and maintains equipment specific to their assigned area
- Assists teachers with preparation of classroom-based materials, appropriate learning activities

and supports

- Accompanies and supports students to special areas classes, related arts, lunch/recess, and field trips
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High School Diploma or GED
- Associate degree or 48-semester college credits or successful completion of the ParaPro Assessment (Documents must be uploaded to application)

Preferred:

- Related college classes or training
- Experience working with children

**TERM OF EMPLOYMENT:**

Full-time ten-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 8.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**SPECIAL EDUCATION PARAEDUCATOR INFANTS AND TODDLERS**

**POSITION:** Special Education Paraeducator Infants and Toddlers Program

**REPORTS TO:** Site Administrator

**LOCATION:** Department of Special Education

**NATURE OF WORK:**

The Special Education Paraeducator Infant and Toddler is a member of the Department of Special Education staff, the Paraeducator will work under the guidance of the Department of Special Education, school site administration, and the special education teachers for the Infants and Toddlers program. to provide service and support to children referred to the program for assessment and services.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to work under pressure
- Possess effective organizational skills
- Possess effective written and oral communication skills
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

- Meets daily with teachers to plan and review the day's activities and needs of the children
- Develops skills as required for assistance in the implementation of the Individual Family Service Plan
- Implements instructional plans in accordance with the child's Individual Family Service Plan
- Assists teachers and other professionals in record keeping, scheduling appointments, and parent/family contacts
- Assists teachers and other professionals in maintaining and updating the information in the child's confidential Infant and Toddler record
- Assists students with developmental needs in daily living skills (e.g., toileting, feeding, etc.)
- Conducts visits to families' homes, either in the company of the special education teacher or independently
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High School Diploma or GED
- Associate degree or 48-semester college credits or successful completion of the ParaPro Assessment (Documents must be uploaded to application)

Preferred:

- Related college classes or training
- Experience working with children

**TERM OF EMPLOYMENT:**

Full-time ten-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 8.

**BARGAINING UNIT ELIGIBILITY:** EASMC

Updated 07.2024

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**SPECIAL EDUCATION PARAEDUCATOR INSTRUCTIONAL FOR ASSISTIVE TECHNOLOGY**

**POSITION:** Paraeducator - Instructional Special Education for Assistive Technology

**REPORTS TO:** Director of Special Education

**LOCATION:** Department of Special Education

**NATURE OF WORK:**

The paraeducator will work under the direction of the special education and instructional resource teachers to support the delivery of developmentally appropriate learning opportunities. The paraeducator will support and train students and staff in the use of current technological resources, i.e. Kurzweil Screen Reader Systems. The paraeducator may be assigned by the building principal or the principal's designee to support any elementary grade level (Pre-Kindergarten through Grade 5), as needed.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Possess effective organizational skills
- Possess effective written and oral communication skills
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

- Trains students and staff in the use of current technological resources, i.e. Kurzweil Screen Reader Systems
- Develops and install resources, and collects data accurately
- Scans material (i.e. textbooks, worksheets and tests)
- Provides direct assistance to students and teachers as they integrate technology and curriculum
- Meets on a regular basis with supervisory staff to plan and/or review the day's activities and needs of students and staff
- Operates and maintains equipment
- Attends workshops and in-service training sessions
- Communicates with teachers throughout the year to understand what they require for their assessments
- Verifies the information on a regular basis to ensure the accuracy of what is provided to them
- Maintains records of Kurzweil computers (MCO numbers) throughout the county
- Maintains logs of equipment on loan throughout the county
- Seeks out teachers who might need some encouragement, and reintroduce Kurzweil to them to use with their students for daily instruction and for assessments
- Works on a Kurzweil text conversion project, which will be useful to a large segment of the school population such as a social studies or science text
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High School Diploma or GED
- Associate degree or a minimum 48-semester college credits or successful completion of the ParaPro Assessment (Documents must be uploaded to application)
- Coursework and experience in technology resources such as Kurzweil

Preferred

- Associate degree with an emphasis in education or technology
- Experience working with children

**TERM OF EMPLOYMENT:**

Full-time ten-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 8.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated: 7.2024