

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL, EXCEPTIONAL STUDENT EDUCATION

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Satisfactory criminal background check and drug screening.
3. Meet one of the following requirements:
 - A. hold an associate's or higher degree; or
 - B. Completion of a minimum of Sixty (60) college credit hours from an accredited institution of higher education; or
 - C. Pass an accepted Para Pro Assessment.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Knowledge of the techniques and procedures used in working with targeted student populations. English and mathematics skills. Ability to relate and communicate effectively with students, teachers, and parents. Ability to communicate orally and in writing. Ability to implement instructional activities and follow written and/or verbal instructions without close supervision. Ability to operate or learn to operate a variety of technology and equipment. Ability to perform clerical responsibilities. Ability to cooperate and work as a member of a team.

REPORTS TO:

School Administrator/Designee

JOB GOAL:

Assists Exceptional Student Education and General Education classroom teachers by working with groups or individual students to learn designated material and prepares classroom materials and projects. Guides students in teacher directed activities. Provides assistance to the teacher with Exceptional Student Education instruction, other classroom activities, and individual student needs.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Assist with specialized instruction/training for exceptional student education students.
2. Assist the teacher(s) in preparing materials and equipment for direct instruction of exceptional students including copying, collating, distributing and/or grouping materials to support instructional activities that are preplanned by the teacher.
3. Assist students with behavioral and social/emotional needs as directed by the teacher.
4. Examine short- and long-term unit plans prepared by the teacher and anticipate the need for supplies.
5. Facilitate use of assistive technology.
6. Follow appropriate training and lead small group activities planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
7. Assist and supervise students to ensure safety while they are loading and unloading buses or cars engaged in a playground activity, in the lunchroom, in a learning situation or assist students carrying out routine practice exercises assigned by a teacher.
8. Escort students to the media center, school clinic, etc.
9. Assists students with restroom use/diaper changing, may include other health-related duties or transfers,
10. After successfully completing training with the School Nurse or his/her designee. Such procedures may include clean intermittent bladder catheterization, gastrostomy tube feeding.
11. Assist with student screening and assessment.
12. Assist the teacher in adapting the curriculum to meet the needs of students.
13. Assist in maintaining a clean and orderly environment.
14. Manage the computer-assisted instruction.
15. Provide student supervision as assigned.
16. Assist in maintaining the security of records, materials and equipment.
17. Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
18. Assist in assessing student progress as directed, including proctoring the administration of tests, the marking of papers and the maintaining of confidential records.
19. Provide instructional assistance as planned or coordinated by the teacher.
20. Perform assigned clerical and bookkeeping duties.
21. Serve on school/district committees as required or appropriate.
22. Adhere to applicable safety standards and use universal precautions.
23. Attend all staff meetings and workshops.
24. Be knowledgeable of and adhere to Board policies and departmental procedures.
25. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
26. Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
27. Demonstrate initiative in the performance of assigned responsibilities.
28. Demonstrate support for the school district and its goals and priorities.
29. Exhibit interpersonal skills to work as an effective team member.
30. Follow attendance, punctuality and proper dress rules.
31. Maintain confidentiality regarding school/workplace matters.
32. Maintain expertise in assigned area and manage time efficiently.
33. Model and maintain high ethical standards and implement legal and ethical practices in behavioral

interventions as determined by the IEP team for each student.

34. Participate in cross-training activities as required.
35. Participate successfully in the training programs offered to increase skill and proficiency related to assignment including required crisis intervention trainings.
36. Prepare all required reports and maintain updated and accurate records.
37. Represent the District in a positive and professional manner.
38. Respond to inquiries and concerns in a timely manner.
39. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and /or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Board's approved salary schedule Length of the work year and hours of employment shall be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

JOB DESCRIPTION SUPPLEMENT: 03

BARGAINING UNIT ELIGIBILITY: Yes

SALARY SCHEDULE Education Support Personnel **FSLA: Non-exempt**

Board Approved: 05/13/2024