

**Monroe-Gregg School District
Role Description**



Job Title: Special Education Paraprofessional

Location: Monrovia Middle School

Job Group: Classified- Non- Exempt (Instructional Days)

Reports to: Principal and Director of Special Education; Responsible to Special Education Teacher

Special education paraprofessionals work under the supervision of the special education teacher to support the academic and emotional needs of students with disabilities. Responsibilities include assisting in the implementation of academic instructional programs, behavior intervention methods, and accommodations in conjunction with individual education plans (IEPs). Weekly service hours are thirty-five (35) hours per week.

Essential Responsibilities:

- Provides academic and emotional support to middle school aged students with disabilities in accordance with the students' IEP and supervising teacher's lesson plans.
- Works under the direct supervision of and in close and frequent proximity to the special education teacher or classroom teacher.
- Pushes into classes and/or pulls students out to provide necessary support.
- Reports student data to special education teachers.
- Implements approved accommodations and positive reinforcement strategies into instructional activities.
- Communicates proactively with special education teachers regarding student observations.
- Monitors students' movement throughout the building to other classrooms and learning areas.
- Assists during standardized testing to support state testing processes and policies.
- Assists in the preparation of manipulatives and other materials required for daily instructional activities.
- Improvises when necessary and is able to deviate from the instruction in a positive manner to support ever changing needs of the students.
- Assists with toileting and toilet training based on student needs.
- Performs medical procedures as trained by the nurse (i.e., tube feeding, suctioning, etc.) as needed.
- Facilitates student use of medical equipment and devices to include wheelchairs and mobility aids as needed.
- Helps to maintain the physical appearance of the classrooms to ensure a safe classroom environment.
- Operates a wide variety of classroom and office equipment including copiers, computers, chrome books, and software (i.e., Google classroom, email, etc.)
- Supports student supervision by assisting with morning/afternoon arrival and dismissal supervision, lunch/recess duty, field trips, bus monitor, restroom monitor, etc. as needed.
- Substitutes for classroom teachers or other areas of the school depending on building needs.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Completes online safety training in a timely manner and participates in safety drills to remain fully knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the special education teacher and/or principal regarding issues and concerns.
- Other duties as assigned by the special education teacher and/or principal.

Essential Qualifications:

- High school diploma or equivalent.
- Previous experience working with children with special needs is preferred.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent standing, sitting, bending at the waist, kneeling, squatting to assist students, carrying, crouching, holding, and lifting.
- Dexterity of hands and fingers to operate standard classroom equipment.
- Hearing and speaking to exchange information with the ability to speak in a clear and loud voice.
- Lifting, carrying, pushing, and pulling up to 20 pounds.

Environmental Conditions:

Works in a school building around others. The noise level is usually low to moderate but can arise to high volume during student behavior episodes. The job is performed under conditions with exposure to risk of injury and/or illness including communicable diseases.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.