

**Monroe-Gregg School District  
Role Description**



**Job Title: Life Skills Paraprofessional**

**Location: Monrovia Elementary School**

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

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

Life skills paraprofessionals work under the supervision of the special education teacher to support the academic needs of students with mild to severe learning disabilities. Responsibilities include assisting in the implementation of instructional programs and accommodations in conjunction with individual education plans (IEPs). Weekly service hours are thirty-five (35) hours per week.

**Essential Responsibilities:**

- Provides small group support to elementary 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.
- Remains certified in Crisis Response Team (CRT) procedures.
- Assists in emergency situations involving aggressive or uncontrolled behavior episodes according to approved CRT procedures as trained.
- Documents actions following emergency incidents.
- Pushes into classes to provide academic support.
- Reports student data to special education teachers.
- Implements behavior intervention plans and positive reinforcement strategies.
- Communicates proactively with special education teachers regarding student observations.
- Monitors students' movement throughout the building to other classrooms and learning areas.
- Assists in the preparation of manipulatives, games, 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, diapering, and toilet training.
- Performs medical procedures as trained by the nurse (i.e., tube feeding, suctioning, etc.)
- Facilitates student use of medical equipment and devices to include wheelchairs and mobility aids.
- Supervises student snacks to ensure the safety of the students.
- Maintains the physical appearance of the special education classroom to help ensure a fun and safe classroom environment for children to learn.
- 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 car rider/bus duty, mid-day preschool bus supervision, morning/afternoon supervision, lunch/recess duty, field trips, bus monitor, etc. if needed.
- 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 in an elementary or early childhood setting 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.

- Standing for extended periods of time, stooping, running, and sitting on small chairs/floor.
- Frequent bending at the waist, kneeling, squatting to assist students, carrying, crouching, holding, and lifting.
- Dexterity of hands and fingers to operate standard classroom equipment.
- May occasionally be required to run and physically restrain a student according to CRT procedures.
- Hearing and speaking to exchange information with the ability to speak in a clear and loud voice.
- Experiences frequent interruptions.
- The ability to assist and physically manage students who weigh up to 50 pounds may be required. Two adults are required to assist in situations involving students who weigh over 50 pounds.

**Environmental Conditions:**

Works in a school building around others. The noise level is usually moderate but can arise to high volume during student behavior episodes. The employee has a greater than average risk of injury due to the physical demands of assisting children with special needs. Exposure to blood and bodily fluids or tissues and communicable diseases is possible.

**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.

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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.*