

SEDALIA SCHOOL DISTRICT #200

Job Title: Paraprofessional Special Education

Job Overview

- Aide: Paraprofessional Salary Schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment by May 15
- Reports to Assigned Special Education Teacher, Special Education Process Coordinator, and Building Principal

Qualifications

- High school graduate or equivalent
- Substitute Certification or pass the ParaPro Assessment
- Understanding of the role of the paraprofessional special education and the public school's relationship to the community and the people served
- Physical ability to perform duties required
- Ability to organize and plan effectively
- Work well with others
- Work with little or no supervision
- Maintain confidentiality in all aspects
- Effective communication skills
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies
- Beginning, ending, and lunch times may be subject to change to accommodate assigned student's needs

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth
- Work cooperatively with the special education teacher to whom assigned
- Perform certain physical duties for students such as lifting, tending to personal needs, etc
- Perform duties in a manner consistent with the directions of the special education teacher to whom assigned
- Provide instructional support and implement accommodations/modifications in regular classroom
- Assist teacher in maintaining classroom organization
- Assist teacher in managing students
- Assist teacher in preparing teaching materials
- Assist teacher in reinforcing previously taught materials as described by the teacher
- Assist teacher in implementing policies, rules, and/or regulations
- Take all necessary and reasonable precautions to protect students
- Assist teacher with clerical responsibilities as assigned by the teacher or special education process coordinator
- Meet and escort students at designated times
- Meet the needs of the individual assigned student as outlined in the IEP under the direction of the special education and/or regular education teacher
- Inform the teacher of any problem or information concerning the individual student which is relevant to the student's performance at school

- Shall NOT communicate information regarding the student with other staff members or the student's parent/guardian unless directed by the teacher
- Supervise students when the teacher is out of the classroom.
- under the recommendation of the classroom teacher
- approval by the building administrator
- substitute certificated paraprofessionals may substitute for the teacher under the same conditions and guidelines for substitute teachers, however, the rate of pay will be as established in the letter of employment
- Attend parent teacher conferences and professional development as required by the administration
- Attend regular and special meetings as required by the administration
- Work cooperatively with the directors, district coordinators, and administrators in the supervision and coordination of the respective programs
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administration

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.