Job Description **5.28**
MOORE PUBLIC SCHOOLS

Job Title: **Tier II Special Education Paraprofessional**

Qualifications:

Credentials: Oklahoma Certified Tier 2 Special Education Paraprofessional required

Education: Must have either, 1) 48 credit hours of higher education, or 2) an Associate degree or higher; or 3) Passed the ParaPro Assessment (455+); or 4) Passed the OGET.

Training or Experience Required: Must have documentation of either OSDE Special Education Paraprofessional training through Edplan, or other state-approved training provider. Training in Cardiovascular Pulmonary Resuscitation (CPR) and First Aid required.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Maintains confidentiality of information about students in accordance with FERPA.

Data Recording/Record Keeping: Performs simple data recording/collection, record keeping, operations requiring logging, filing, or posting single entry items either manually or electronically.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Computer/Business Machines skills: Uses computers that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, laminator, duplicator, students' Assistive Technology devices, laptops, tablets, and/or CRT/computers. May on occasion use more difficult machines without any proficiency required, such as data entry.

Office Filing and Retrieving: Responsible for filing and retrieving from an existing filing system.

Site: **Various**

Reports To: **Special Education Teacher/Principal**

Job Goal (Purpose of Position): Performs entry to semi-skilled level duties under general supervision to assist the classroom teacher in providing a teaching environment that improves and develops the students' self-care, physical, social, communication, cognitive skills, and academic achievement. The overall goal is to assist these students in their educational pursuits.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures and follow pre-determined solutions established by higher-level supervision or operating procedures.

Contact with Others: An incumbent in this position has some public contact with members of own staff or district. Some interpersonal interaction or communication is required outside of the specific classroom environment.

Other Performance Measures:
Successful performance of the job requires people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident or injury to self or to students. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions:

1. Assists with instruction and activities for individuals or for groups as assigned by teacher. Supervises students in instructional settings, off-campus activities and during non-instructional activities such as recess, assemblies, emergency drills, getting on and off buses.

2. Prepares, creates, and/or adapts instructional materials as directed by teacher to reinforce skill learning based on individual needs. Assists students with assignments. Sets up and operates equipment for instructional purposes.

3. Serves as a direct source of information and assistance for substitute teachers who are serving in special education classrooms.

4. Grades student work; records grades; completes necessary paperwork in class.

5. Checks and records student attendance. Makes other reports and records as required.

6. Performs housekeeping duties with classroom to ensure it is neat and clean.

7. Operates photocopier, laminator and duplicator or student Assistive Technology devices.

8. Performs playground, bathroom, arrival/dismissal, and cafeteria duties as needed.

9. Attends in-service in Special Education to keep up with new policies and procedures.

10. As required, assists students with hygiene/bathroom functions, eating, dressing, and assists students change clothes or diapers. May require assistance with toileting duties.

11. Maintains confidentiality of information regarding students, in accordance with FERPA.

12. Performs other duties as assigned.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

Employee's job requires occasional bending/stooping; squatting/crouching; reaching above shoulder; and occasional pushing/pulling. Employee's job requires occasional lifting of up to 45 pounds to lift/carry books, tapes, files, and arrange classroom. Employee may be required to attend Crisis Prevention Institute (CPI) training to become CPI certified to de-escalate and/or restrain students.

Employee must possess manual dexterity/visual ability to maneuver and operate equipment, write, cut, draw, and complete forms. Must be able to hear quiet voices and read body language, provide instructions. Must be able to communicate with someone who is deaf or blind.

TERMS OF EMPLOYMENT:	180 Days per year
SALARY:	Category D
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

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Revised 2024-25 Negotiated Contract