

Job Title: Special Education Paraprofessional (Grades K–8)

Reports To: Special Education Teacher and Special Education Director

Position Summary

The Special Education Paraprofessional provides instructional, behavioral, social-emotional, and personal support to students with disabilities in grades K–8. Working under the direction of certified special education teachers and school administrators, the paraprofessional assists students in accessing the curriculum, achieving Individualized Education Program (IEP) goals, and participating successfully in school activities.

Essential Duties and Responsibilities

Student Support

- Assist students with disabilities in academic, behavioral, social, and functional skill development.
- Provide one-on-one and small-group instructional support as directed by the special education teacher.
- Reinforce lessons, accommodations, and modifications outlined in student IEPs.
- Support students in general education and special education classroom settings.
- Encourage student independence and self-advocacy skills.

Behavioral Support

- Implement behavior intervention plans (BIPs) and positive behavior support strategies.
- Monitor student behavior and assist in maintaining a safe, positive learning environment.
- Collect and record behavioral and academic data as directed.
- Assist students with self-regulation and social-emotional skill development.

Personal Care and Health Needs

- Assist students with personal care needs, including toileting, hygiene, feeding, dressing, and mobility, when required.
- Support students with physical disabilities or medical needs according to district procedures and training.
- Maintain student dignity, privacy, and confidentiality at all times.

Classroom Assistance

- Prepare instructional materials and learning activities under teacher supervision.
- Assist with classroom organization and management.
- Supervise students during transitions, recess, lunch, field trips, and other school activities as assigned.

- Support the use of assistive technology and adaptive equipment.

Terms of Employment

- Salary and benefits according to district policy and applicable collective bargaining agreements.
- Successful completion of required background checks and district employment requirements.

Application Requirements:

Candidates must submit the following:

1. **Resume** detailing professional experience and educational background.
2. **Cover letter** expressing your interest in the position and highlighting relevant skills and experiences.
3. Complete online application

Application Deadline: Open until filled

Please submit all application materials to Dana Schatz at dschatz@hellgatesd4.k12.mt.us

Hellgate Elementary is an equal opportunity employer and is committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.