

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

SPECIAL EDUCATION PARAEDUCATOR

POSITION: Special Education Paraeducator

REPORTS TO: Site Administrator

LOCATION: Various Sites

NATURE OF WORK:

The Special Education Paraeducator works under the direction of the building administrator, classroom teacher and other school/central office resource staff to provide services and support to students with disabilities and to support the full implementation of the Individualized Education Program (IEP) /Individual and Family Service Plan (IFSP).

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to work under pressure
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess effective organizational skills
- Possess effective written and oral communication skills

DUTIES AND RESPONSIBILITIES:

- Assists students with developmental needs with adaptive and daily living skills, which may include movement, toileting, feeding, dressing, self-help, and positioning in adaptive equipment/devices
- Meets with the teacher on a regular basis to plan for and review instructional programs
- Implements instructional/behavioral plans and protocols in accordance with the student's Individualized Education Program/Individual and Family Service Plan
- Collects data on academic/behavioral programs as directed by the special education teacher and school-based/county-based administrators
- Provides instructional/behavioral/self-help assistance to students as necessary throughout the school day
- Possesses and maintains CPI certifications when assigned to regional programs (COMPASS, TIDES, SAIL, LAP, PSSE, and Infants & Toddlers)
- Maintains appropriate safety standards while assisting students during arrival and departure times
- Assists the teacher and/or other professionals in record keeping
- Keeps required materials readily available for follow-up activities
- Operates and maintains equipment specific to their assigned area
- Assists teachers with preparation of classroom-based materials, appropriate learning activities

- and supports
- Accompanies and supports students to special areas classes, related arts, lunch/recess, and field trips
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:**Required:**

- High School Diploma or GED
- Forty-eight (48) semester college credits OR a passing score on one of the following Paraprofessional Assessments (documents must be uploaded in application):
 - ParaPro – prior to August 2026
 - ParaPathways -5757
 - Foundations of Classroom Support – 517
 - Foundations of Classroom Support and Instruction - 519
- For Pre-K paraeducators: must have an associate degree or CDA licensure by July 1, 2027, OR 5 years of publicly funded Pre-K experience prior to July 1, 2024

Preferred:

- Related college classes or training
- Experience working with children

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 9.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025, 2.2026, 04.2026

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

**SPECIAL EDUCATION PARAEDUCATOR - INFANTS AND TODDLERS
PROGRAM**

POSITION: Special Education Paraeducator – Infants and Toddlers Program

REPORTS TO: Site Administrator

LOCATION: Department of Special Education

NATURE OF WORK:

The Special Education Paraeducator Infant and Toddler is a member of the Department of Special Education staff. The Paraeducator will work under the guidance of the Department of Special Education, school site administration, and the special education teachers for the Infants and Toddlers program. to provide service and support to children referred to the program for assessment and services.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to work under pressure
- Possess effective organizational skills
- Possess effective written and oral communication skills
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Meets daily with teachers to plan and review the day's activities and needs of the children
- Develops skills as required for assistance in the implementation of the Individual Family Service Plan
- Implements instructional plans in accordance with the child's Individual Family Service Plan
- Assists teachers and other professionals in record keeping, scheduling appointments, and parent/family contacts
- Assists teachers and other professionals in maintaining and updating the information in the child's confidential Infant and Toddler record
- Assists students with developmental needs in daily living skills (e.g., toileting, feeding, etc.)
- Conducts visits to families' homes, either in the company of the special education teacher or independently
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Forty-eight (48) semester college credits OR a passing score on one of the following Paraprofessional Assessments (documents must be uploaded in application):

- ParaPro – prior to August 2026
- ParaPathways -5757
- Foundations of Classroom Support – 517
- Foundations of Classroom Support and Instruction – 519

Preferred:

- Related college classes or training
- Experience working with children

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 9.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025, 2.2026, 04.2026, 9.2026

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

**SPECIAL EDUCATION PARAEDUCATOR - INSTRUCTIONAL FOR
ASSISTIVE TECHNOLOGY**

POSITION: Special Education Paraeducator – Instructional for Assistive Technology

REPORTS TO: Director of Special Education

LOCATION: Department of Special Education

NATURE OF WORK:

The paraeducator will work under the direction of the special education and instructional resource teachers to support the delivery of developmentally appropriate learning opportunities. The Paraeducator will support and train students and staff in the use of current technological resources, i.e. Kurzweil Screen Reader Systems. The paraeducator may be assigned by the building principal or the principal's designee to support any elementary grade level (Pre-Kindergarten through Grade 5), as needed.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Possess effective organizational skills
- Possess effective written and oral communication skills
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Trains students and staff in the use of current technological resources, i.e. Kurzweil Screen Reader Systems
- Develops and installs resources, and collects data accurately
- Scans material (i.e. textbooks, worksheets and tests)
- Provides direct assistance to students and teachers as they integrate technology and curriculum
- Meets on a regular basis with supervisory staff to plan and/or review the day's activities and needs of students and staff
- Operates and maintains equipment
- Attends workshops and in-service training sessions
- Communicates with teachers throughout the year to understand what they require for their assessments
- Attends to toileting and diapering needs of students enrolled in the program
- Verifies the information on a regular basis to ensure the accuracy of what is provided to them
- Maintains records of Kurzweil computers (MCO numbers) throughout the county
- Maintains logs of equipment on loan throughout the county

- Seeks out teachers who might need some encouragement, and reintroduce Kurzweil to them to use with their students for daily instruction and for assessments
- Works on a Kurzweil text conversion project, which will be useful to a large segment of the school population such as a social studies or science text
- Performs other duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Forty-eight (48) semester college credits OR a passing score on one of the following Paraprofessional Assessments (documents must be uploaded in application):
 - ParaPro – prior to August 2026
 - ParaPathways -5757
 - Foundations of Classroom Support – 517
 - Foundations of Classroom Support and Instruction - 519
- Coursework and experience in technology resources such as Kurzweil
- **For Pre-K/Preschool paraeducators:** must have an associate degree or CDA licensure by July 1, 2027, OR 5 years of publicly funded Pre-K experience prior to July 1, 2024

Preferred

- Associate degree with emphasis in education or technology
- Experience working with children

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 9.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated: 7.2024, 2.2026, 04.2026, 09.2026

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

SPECIAL EDUCATION PARAEDUCATOR- PRESCHOOL

POSITION: Special Education Paraeducator – Preschool

REPORTS TO: Site Administrator

LOCATION: Various Sites

NATURE OF WORK:

The Special Education Paraeducator Preschool works under the direction of the building administrator, classroom teacher and other school/central office resource staff to provide services and support to students with disabilities and to support the full implementation of the Individualized Education Program (IEP) /Individual and Family Service Plan (IFSP).

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to work under pressure
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess effective organizational skills
- Possess effective written and oral communication skills

DUTIES AND RESPONSIBILITIES:

- Assists students with developmental needs with adaptive and daily living skills, which may include movement, toileting, feeding, dressing, self-help, and positioning in adaptive equipment/devices
- Meets with the teacher on a regular basis to plan for and review instructional programs
- Implements instructional/behavioral plans and protocols in accordance with the student's Individualized Education Program/Individual and Family Service Plan
- Collects data on academic/behavioral programs as directed by the special education teacher and school-based/county-based administrators
- Provides instructional/behavioral/self-help assistance to students as necessary throughout the school day
- Possesses and maintains CPI certifications when assigned to regional programs (COMPASS, TIDES, SAIL, LAP, PSSE, and Infants & Toddlers)
- Maintains appropriate safety standards while assisting students during arrival and departure times
- Assists the teacher and/or other professionals in record keeping
- Keeps required materials readily available for follow-up activities
- Operates and maintains equipment specific to their assigned area
- Assists teachers with preparation of classroom-based materials, appropriate learning

- activities and supports
- Implements developmentally appropriate activities for preschool children under the guidance of the teacher
- Accompanies and supports students to special areas classes, related arts, lunch/recess, and field trips
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associate's degree OR
- A Child Development Associate (CDA) certificate OR
- Five years in an Early Childhood Public School before June 30, 2024, with effective evaluation

Preferred:

- Related college classes or training
- Experience working with children

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 9.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025, 2.2026, 4.2026