

PLUMMER-WORLEY JOINT SCHOOL DISTRICT NO. 44
Equal Opportunity Employer
Job Description
Job Title: Special Education Paraprofessional

Reports to: Building Principal, Classroom Teacher, and Special Education Director
Date Job Reviewed: September 14, 2018

Position Summary: The paraprofessional serves under the direct supervision of a building principal and supervising teacher. Paraprofessionals are responsible for the students assigned to their care and have the responsibility to support the instructional program, aligned to goals established by the Board of Trustees and to the Common Core Standards. Assists the classroom teacher and/or special education teacher in achieving the goals and objectives as stated on each child's current Individual Education Plan (IEP) through individual, small group, or whole group instruction. All staff are responsible for maintaining a safe and supportive classroom climate which nurtures and supports the learning environment.

Essential Qualifications

Education, Specialized Knowledge, Licenses, Skills, etc:

- An Associate's Degree or two years equivalent post-secondary instruction is preferred. Alternatively, the employee must be able to pass the Idaho paraprofessional exam immediately upon hire.
- Knowledge of child growth and the diverse needs of children with disabilities
- Knowledge of appropriate special education classroom practices. Strong background in teaching methods and developmentally appropriate classroom activities. Demonstrated knowledge of subject matter, effective teaching methods, and ability to maintain a learning environment.
- The ability to work with students with emotional, physical, and mental disabilities
- Ability to instruct students one-on-one and small group situations, at the direction of the Special Education Teacher
- Knowledgeable about word processing, data bases, spread sheets, and reports
- Excellent organizational, interpersonal, and communication skills
- Ability to work collaboratively with staff members and administration as well as build strong relationships with students, staff, parents, and community.
- Ability to work cooperatively with children and adults, be able to successfully manage student behavior, and support student safety and good self-esteem.
- Able to work under pressure and deadlines
- Maintain confidentiality of staff and students
- Willingness and ability to comply with the Code of Ethics as established by the State Board of Education.

Experience:

- Previous teaching or paraprofessional experience in a school setting.
- Experience working successfully with a diverse group of students.
- Demonstrated ability to support a student-centered learning environment that encourages collaboration, innovation and creativity to support student achievement.
- Ability to establish and maintain a cooperative relationship with all assigned students and maintain open lines of communication with other staff, and parents as necessary.
- Experience which reflects the sensitivity and respect for others and verification of the demonstrated ability to serve as a positive role model for youth.

Health

- Good health and have physical strength, dexterity, and mobility necessary in assisting student mobility and relocation. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the

employee is regularly required to sit, talk, hear, stand, walk and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. The employee must be able to move quickly enough to provide for the safety and instructional needs of students. Additionally, the employee must be able to physically lift students when necessary, which may include kneeling and bending. Must be physically active and interactive throughout the school day (i.e. be able to stand for extended periods of time, stoop, bend, do some lifting, push, pull, step and have good finger dexterity, etc). Ability to lift up to forty pounds and push and pull up to one hundred pounds. Must have emotional coping skills appropriate for the management of student behavior. Must tolerate environmental smells and substances commonly associated with children and educational institutions, as well as seasonal air conditions within the community.

Duties and Responsibilities:

- Instruct developmentally and physically impaired students under the guidance of the special education teacher.
- Train students to meet personal IEP self-help goals under the guidance of the special education teacher.
- Assist with implementation of specific programs designed to achieve documented IEP goals and objectives, and to enhance sensory integration, daily living skills, neurodevelopmental skills, mobility, and or perceptual motor skills.
- Be willing and able to feed and toilet students as necessary.
- Perform a variety of tasks in order to ensure the smooth functioning of the classroom and safety of the students.
- Accommodate for varied learning styles and developmental levels within the classroom/program.
- Manage behavior in ways that maximize learning and the development of good self-esteem.
- Promote a positive environment in which students are encouraged to be actively engaged in the learning process.
- Serve on student, planning, and advisory committees as assigned. Participate in school and system sponsored activities (i.e. parent groups, fund raisers, field trips, extra-curricular activities, etc).
- Consult with colleagues and other appropriate individuals or agencies concerned with student achievement, behavior, and development. Keep immediate supervisor informed of activities and problems
- Maintain professional and ethical standards when dealing with students, parents, peers, and community.
- Use and continue to develop skills which result in expected student achievement. Stay abreast of current trends in the profession and maintain a flexible attitude toward implementation of new ideas in the classroom/program. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
- Communicate effectively and articulately.
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating, and communicating with other staff. Attend faculty meetings as required
- Attend faculty meetings as required
- Maintain current and accurate student records, including but not limited to documentation of attendance, progress, and cumulative student work/records.
- Attend required meetings and accurately complete required reports in a timely manner.
- Protect the confidentiality rights of parents and children as required by law and district policy.
- Contribute to the successful operation of the total school and system program; and to appropriately represent the system and the profession to parents and community.
- Be punctual and consistent in attendance.
- Become familiar with basic special education knowledge as covered by the Individuals with Disabilities in Education Act with an emphasis on due process procedures and confidentiality of information and records
- Seek assistance should emergencies arise
- Know and follow school district policy and chain of command
- Adhere to the Code of Ethics of the Idaho Teaching Profession, all policies and procedures of the district, and all state and federal law.
- Perform other duties within the district as provided by directives and policies from the building principal, superintendent, and Board of Trustees.

Evaluation

Performance of this position will be evaluated annually by the classroom teacher and/or special education teacher and/or the director of special services in conformance with any applicable federal and state law, administrative rules, and Board policy.

Terms of Employment

- This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the district so long as employment continues. If the employee is assigned to a specific student who then leaves the district, the employment may or may not continue, depending on the needs of the district.
- An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and procedures which have been reduced to writing and made available to the employee at the building principal’s office and the district administration office.
- The employment period shall be for nine months with vacations as specified in District rules and regulations. The salary shall be commensurate with the employee’s appropriate place on the approved wage scale.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Signature: _____

Date: _____

The purpose of this job description is to illustrate the nature of the job and related duties. This job description does not constitute a written or implied contract of employment. This district reserves the right to revise or change job descriptions including duties and responsibilities as the need arises.

Legal Reference:

I.C. § 33-512

I.C. § 33-1210

Governance of Schools

Information on Past Job Performance