

CLASSROOM PARAPROFESSIONAL-SPECIALIZED
POSITION DESCRIPTION

Description of Position

The Classroom Paraprofessional - Specialized, under the general supervision of the Classroom Teacher and Special Education Staff, performs necessary services required for the academic growth, physical, social-emotional, and well-being of the students.

Classification Classified Employment

Work Year 182 Days

1. Qualifications

- 1.1 High School graduation or recognized equivalent. AA Degree equivalent or pass County test.
- 1.2 Training and certification in American Sign Language (ASL), Braille, and/or other specialized programs specific to supporting students with special needs.
- 1.3 Minimum of two (2) years prior work experience involving children in a Special Education setting.
- 1.4 Ability to learn pertinent procedures and functions quickly and to apply them under general supervision.
- 1.5 Ability to perform general clerical work with speed and accuracy.
- 1.6 Ability to understand and carry out oral and written direction and to use email as a mode of communication.
- 1.7 Knowledge of student behavior and characteristics of students with needs.
- 1.8 Knowledge of techniques used in motivating and providing positive behavior support to students with disabilities.
- 1.9 Ability to demonstrate patience, warmth, and empathy for students with disabilities.
- 1.10 Ability to carry out assignments independently.
- 1.11 Ability to establish effective rapport with pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.
- 1.12 Ability to lift up to 50lbs.

2. Duties and Responsibilities

- 2.1 Assists the teacher with the development and presentation of learning materials and instructional exercises.
- 2.2 Tutors individuals and small groups of students to reinforce and follow-up learning activities for individual educational plans (IEP's).
- 2.3 Collect data and monitor progress under the supervision of the teacher.
- 2.4 Supervises students in the classroom, on the playground, and during snacks or lunch, implementing positive behavior support plans and contracts, as required.
- 2.5 Performs a variety of clerical duties such as record keeping, filing, typing, word processing, email, duplicating materials, arranging displays, and scoring tests with answer keys.
- 2.6 Assists students who use in wheelchairs or specialized equipment or have other special physical needs with mobility, structural adaptation (open doors, move desks, assist with ramps, transfer from wheelchair to chair, etc).
- 2.7 Assists students as necessary from bus to classroom, or within school, as required.
- 2.8 Assists students in attending to their personal hygiene requirements (bathroom assistance), eating requirements, washing hands, etc, if necessary.
- 2.9 Assists students with the use of specialized equipment and modification of regular equipment; i.e., communication board, computer use
- 2.10 Performs duties related to the student's specific disability as may be assigned; i.e., taking notes, reading and recording information.
- 2.11 Assists student in transition from Special Day Class to regular class when appropriate. Accompanies student to regular class and provides necessary tutorial and recording functions to ensure student's success in mainstreaming process.
- 2.12 Assists the general education teacher in the support of classroom instruction.
- 2.13 Attend IEP meetings when requested.
- 2.14 Attend all Classroom Paraprofessional staff meetings.
- 2.15 Attend two non-student work days at the beginning of the year to work with staff.
- 2.16 Performs other duties as assigned.

3. Organizational Relationship

- 3.1 Supervision – Classroom Teacher and Special Education Staff
- 3.2 Evaluation – Principal and/or Assistant Principal