# SPERRY PUBLIC SCHOOLS

## JOB DESCRIPTION

### Position: Special Education Paraprofessional

Reports To: Supervising Special Education Teacher

Supervises: None

Employment Status: Non-Exempt

Salary: Hourly wage established annually by the Board of Education

### JOB GOAL

To support student achievement, independence, safety, and participation in the educational environment by providing instructional, behavioral, personal care, and other support services to students with disabilities under the direction and supervision of appropriately certified school personnel.

### EMPLOYMENT

This is an hourly, non-exempt position. Employment is at-will during the first year and will be considered annually thereafter. Compensation is established by the Board of Education and may be based upon applicable experience, qualifications, and district salary schedules.

### MINIMUM QUALIFICATIONS

- High school diploma or GED required.
- Effective written and oral communication skills.
- Ability to work effectively with students with disabilities and diverse learning needs.
- Ability to establish and maintain positive, professional relationships with students and staff.
- Ability to follow written and verbal directions and implement procedures as directed by supervising staff.
- Ability to maintain confidentiality regarding student records, educational information, and family information.
- Ability to work collaboratively as a member of an educational team.
- Ability to demonstrate sound judgment, dependability, patience, flexibility, and professionalism.
- Ability to successfully complete required district and position-specific training.

### PREFERRED QUALIFICATIONS

- Previous experience working with children or individuals with disabilities.
- Experience working with students with autism, ADHD, developmental delays, emotional/behavioral needs, physical disabilities, or other exceptionalities.
- Experience providing behavioral, instructional, personal care, or mobility support.
- Experience working in a school or educational setting.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

**Instructional Support**

1. Provide instructional support to individual students and small groups using instructional objectives, lessons, accommodations, modifications, and strategies developed or directed by the supervising special education teacher.
2. Implement instructional and support strategies consistent with each student's Individualized Education Program (IEP), as directed by the supervising special education teacher.
3. Reinforce academic skills and concepts initially introduced by the teacher.
4. Assist students with supplementary work, independent study, classroom assignments, and other instructional activities.

5. Assist with the preparation, organization, and use of instructional materials and resources.
6. Support students in developing independence, self-advocacy, organizational skills, social skills, and appropriate classroom behaviors.
7. Encourage student participation and inclusion in classroom, school, and extracurricular activities as appropriate.

**Behavioral and Social-Emotional Support**

8. Implement Positive Behavior Intervention Plans (PBIPs), behavior support plans, and classroom behavior strategies as directed by the supervising special education teacher.
9. Use positive, respectful, developmentally appropriate, and consistent behavior support strategies.
10. Encourage appropriate social interactions and peer inclusion during classroom activities, recess, lunch, transitions, and other school activities.
11. Assist the teacher in observing, documenting, recording, and charting student behavior and performance.
12. Immediately report significant behavioral concerns, safety concerns, injuries, or other incidents to the appropriate supervising staff.
13. Maintain professional boundaries and establish supportive relationships with students without fostering inappropriate emotional dependency or involvement.

**Student Personal Care and Physical Support**

14. Assist students with daily living and personal care skills as required by the student's individual needs and assignment, which may include eating, toileting, hygiene, dressing, positioning, and mobility.
15. Assist students with putting on and removing outerwear and other clothing when necessary.
16. Assist students in moving safely from room to room and to areas such as lunch, recess, classrooms, the nurse's office, restrooms, and other school locations.
17. Assist students with mobility, positioning, transfers, and other physical needs when required by the student's assignment.
18. Use appropriate techniques, training, and adaptive or mechanical equipment when assisting students with transfers, mobility, positioning, or other physical needs.
19. Follow district procedures regarding two-person transfers, specialized equipment, mechanical lifts, and other safety procedures when applicable.

**Student Safety and Supervision**

20. Maintain appropriate supervision of assigned students and promote a safe, orderly, and supportive learning environment.
21. Follow established school and district procedures for emergencies, evacuation, lockdowns, crisis situations, student safety, and other emergency circumstances.
22. Respond appropriately to student safety concerns and seek assistance from appropriate school personnel when necessary.
23. Assist with maintaining a safe and accessible classroom and school environment.

**Data Collection, Documentation, and Communication**

24. Collect, document, and report academic, behavioral, functional, and other student performance data as directed by the supervising special education teacher.
25. Provide timely and accurate feedback to the supervising teacher regarding student performance, behavior, progress, needs, and concerns.
26. Maintain accurate documentation as assigned by the supervising teacher or administrator.
27. Communicate student-related concerns through appropriate school channels and maintain professional boundaries when interacting with students and families.

**Confidentiality and Professional Responsibilities**

**28.** Maintain strict confidentiality regarding student records, educational information, medical information, family information, and other confidential matters in accordance with FERPA and district policies.

**29.** Protect and promote each student's dignity, privacy, safety, and individual rights.

**30.** Maintain professional conduct and demonstrate honesty, loyalty, dependability, responsibility, accountability, cooperation, patience, and willingness to learn.

**31.** Work cooperatively with special education teachers, general education teachers, administrators, related service providers, support staff, and other members of the educational team.

**32.** Participate in required staff meetings, professional development, and training related to assigned responsibilities.

**33.** Participate in required training related to student safety, behavior support, crisis prevention/intervention, disability-specific needs, personal care, mobility assistance, confidentiality, and other district requirements as applicable.

**34.** Utilize district-approved technology and electronic systems as required to support instruction, communication, documentation, and student services while maintaining confidentiality.

**35.** Enforce and follow Board of Education policies, district procedures, school rules, and applicable laws and regulations.

**36.** Perform other duties and responsibilities as assigned by the supervising teacher, principal, Superintendent, or designee.

## PHYSICAL REQUIREMENTS

The employee must be able to perform the essential functions of the position with or without reasonable accommodation. Physical demands may vary based upon the student's individual needs and the employee's assignment.

The position may require the employee to stand, walk, sit, bend, stoop, kneel, crouch, reach, and move throughout the school environment for extended periods.

The employee may be required to assist students with mobility, positioning, personal care, transfers, dressing, and other physical needs.

The employee must be able to safely lift, carry, push, pull, or otherwise assist students and equipment as necessary to perform essential job functions. When student transfers or mobility assistance are required, employees will use appropriate training, techniques, and adaptive or mechanical equipment as directed by the district.

Two-person assistance or specialized equipment may be required based upon the student's individual needs.

The employee may be required to respond quickly to student safety or emergency situations.

Specific physical requirements may vary according to the employee's assignment and the individual needs of students served.

## TERMS OF EMPLOYMENT

Employment is subject to applicable Board of Education policies, district procedures, applicable state and federal requirements, and successful completion of any required background checks, training, or other employment conditions.

This job description is intended to describe the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or physical requirements. Duties, responsibilities, and requirements may be modified as necessary to meet the needs of the district and students served.

Sperry Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, disability, or other status protected by applicable law.