

SPECIAL EDUCATION PARAPROFESSIONAL



Department:	Special Education/Educational Learning Centers
Reports To:	Site Administrator
Group/FLSA Status:	Direct Student Staff (DSS) / Non-Exempt
Revised:	6/12/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Special Education Paraprofessional provides assistance to children, teachers, school social workers/school counselors in providing an appropriate, safe learning environment to students enrolled in special education programs.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Interacts with students according to their Individual Education Plan or Positive Behavior Support Plan;
- Observes and intervenes to redirect inappropriate behavior;
- Assist individual students as needed with skills development in dressing, eating, toileting, and other daily living skills;
- Assists, monitors, and guides the student to complete tasks;
- Assist the child in using age appropriate self-management skills as related to the child's emotional disorder, including problem solving, decision making, communication, conflict, resolution, anger management, social skills and recreational skills;
- Implements approved de-escalation techniques;
- Promotes a same learning environment;
- Responsible to participate in annual training offered by SWWC;
- Provides supplemental tutoring, guided practice, and other instructionally relevant activities to students as directed;
- Assists in planning and implementing healthy and constructive ways to relieve stress through activities and exercise which promotes physical and intellectual growth;
- Prepares and corrects assignments and tests as directed;
- Monitors student behavior prior to the beginning of the official school day and during study periods, between classes, free time, bus drop-off and pick-up, and other times as assigned;
- Provides assistance to teachers when approved de-escalation techniques are utilized and when a student needs a calming environment;
- Assists in teaching social skills, cooperative learning, turn taking, and sportsmanship;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Special Education Paraprofessional;
- Ability to demonstrate confidentiality;
- Ability to physically restrain a student with help of others if a student's behavior escalates to a potentially dangerous level;
- Ability to establish and maintain effective working relationships with students and SWWC staff;
- Ability to handle every day, reoccurring basic assignments and problems;
- Ability to apply regular and repetitive procedures;
- Ability to read, interpret and collect basic workplace data;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to communicate positively about the agency at all times;
- Ability to work with students individually and work in small groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- High School Diploma or GED.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Proof of meeting the requirements set forth below:
 - A minimum of 60 semester credits or the amount required to complete two years of full-time enrollment as determined by the higher education institution, **OR**
 - An Associate's (or higher) degree, i.e. AA, AS, AAS degree, **OR**
 - Passing score of 460 or more on the ParaPro Test
 - New paraprofessional who does not meet the requirements listed, must pass the ParaPro Test within three months of hire date;
- Proof of Professional Care Assistant (PCA) certification; new paraprofessional must be certified within two weeks of hire date;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Director of Special Education/Principal/Administrator of Educational Learning Centers;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel may be required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is medium work requiring the exertion of over 60 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.