

# Morgan County R-1 SCHOOL DISTRICT

**Position title: PARAPROFESSIONAL SPECIAL EDUCATION**

## Education Requirements

- High School Diploma or equivalent (60 College Hours or pass the Para Praxis preferred)

## Knowledge/Skills Requirements

- Understanding of the role of paraprofessional special education and the public school's relationship to the community and the people served.
- Physical ability to perform duties required.
- Ability to organize and plan effectively.
- Work well with others.
- Work with little or no supervision.
- Maintain confidentiality in all aspects.
- Effective communication skills.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

## Working Conditions

Salary schedule Aide: Paraprofessional	Employed for a period of Hrly Paid On Demand	Reviewed annually and recommended for reemployment determined by May 15	Reports to: Assigned Sped Teacher Special Education Director Building Administrator
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## Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies.
- Beginning, ending, and lunch times maybe subject to change to accommodate assigned student's needs.

## Position Responsibilities

- Possess a thorough understanding of, and an ability to relate to, youth.
- Work cooperatively with the special education teacher to whom assigned.
- Perform certain physical duties for students such as lifting, tending to personal needs, etc.
- Perform duties in a manner consistent with the directions of the special education teacher to whom assigned.
- Provide instructional support and implement accommodations/modifications in regular classroom.
- Assist teacher in maintaining classroom organization.
- Assist teacher in managing students.
- Assist teacher in preparing teaching materials.
- Assist teacher in reinforcing previously taught materials as described by the teacher.
- Assist teacher in implementing policies, rules, and/or regulations.
- Take all necessary and reasonable precautions to protect students.
- Assist teacher with clerical responsibilities as assigned by the teacher or special education process coordinator.
- Meet and escort students at designated times.

## Position Responsibilities

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- Meet the needs of the individual assigned student as outlined in the IEP under the direction of the special education and/or regular education teacher.
- Inform the teacher of any problem or information concerning the individual student which is relevant to the student's performance at school.
- Shall NOT communicate information regarding the student with other staff members or the student's parent/guardian unless directed by the teacher.
- Supervise students when the teacher is out of the classroom.
  - a. under the recommendation of the classroom teacher
  - b. approval by the building administrator
  - c. substitute certificated paraprofessionals may substitute for the teacher under the same conditions and guidelines for substitute teachers, however, the rate of pay will be as established in the letter of employment
- Attend parent teacher conferences and professional development as required by the administration.
- Attend regular and special meetings as required by the administration.
- Work cooperatively with the director and administrators in the supervision and coordination of the respective programs.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administration.

**Physical Requirements:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee should be conscientious, dependable, prompt, be in good health, able to lift and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing in relation to what is pedagogical best practice.