

Paraprofessional, Special Services
School District Job Description

Position Title: Paraprofessional, Special Services

Department: Special Services

Reports to: Classroom Teacher/Case Manager/Process Coordinator/Director of Special Services

SUMMARY:

Assists the teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- May take attendance and lunch count.
- Helps with daily assignments.
- May administer tests; read; scribe.
- May grade papers and re-check papers.
- Gives individual assistance to students.
- Assists with maintaining discipline.
- Meets physical needs of special children.
- Listens to children's problems and refers to appropriate party.
- May prepare masters; copies for classroom use.
- May make out daily report cards and/or agendas.
- Assists class when moving to different areas, e.g., music, P.E., lunch, library and bus.
- May accompany SPED students to regular education classes.
- Duties for personal paraprofessionals may vary.
- Helps substitute find all lesson plans and items necessary for the day.
- May be reassigned to meet district needs.

- Maintains confidentiality and non judgmental views of children and families served.
- All communication regarding student must be directed through student's case manager.
- Regular and dependable attendance.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises students when necessary.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

60 college hours and/or successfully pass the Paraprofessional Praxis test; reliable; ability to work patiently and empathetically with young children.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to bend at the neck more than the average person. Specific vision abilities required by this job include

close vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. Occasionally the employee is required to lift or move up to 90 pounds, such as to move students and equipment on wheels.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to loud. The employee must work with the public and other staff, continuously meeting multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT:

9.25 months employment on twelve-month contract. Salary to be established by the Board of Education.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Pleasant Hill R-III is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, gender, age or disability in compliance with the employment procedures.

Acknowledged _____ Date _____