

## **TITLE: SPECIAL EDUCATION PARAPROFESSIONAL**

### **QUALIFICATIONS**

1. At least two years of college-level coursework or an Associate's Degree in education or related field or experience that the Board deems necessary.
2. Previous aide or teaching experience preferred
3. Knowledge of child growth and development and appropriate classroom practices
4. Demonstrated ability to assist with instructional activities
5. Knowledge of subjects matter and ability to instruct students at the direction of the teacher
6. Knowledgeable with word processing, data bases, spread sheets, and reports
7. Ability to maintain a positive learning environment
8. Works well with students, staff, and the public
9. Excellent organizational skills
10. Excellent interpersonal and communication skills
11. Able to work under pressure and deadlines
12. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO**

Federal Programs Director and/or Building Principal and a classroom teacher

### **JOB SUMMARY**

To work under the direction of the classroom teacher or federal programs director in achieving the educational goals and objectives of all qualifying students through individual, small group, or whole group instruction.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Working with Students

1. Prepare and organize materials for small group and individual instruction
2. Maintain high academic standards and expectations
3. Repeat lessons to Title I students who were absent for that lesson
4. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using a variety of methods as directed by certified staff
5. Provide immediate feedback on student performance
6. Respond to students' questions and requests for assistance
7. Observe students' work and study habits
8. Observe and record students' time on task when needed
9. Assist students in locating prescribed instructional materials and starting their assignments
10. Assist the classroom teacher in the delivery of an effective instructional program
11. Work with individual students or small groups of students to reinforce learning of material and skills introduced by the teacher
12. Help students master equipment or instructional materials assigned by teacher
13. Provide individualized instruction activities using materials and sequences selected by the classroom teacher

14. Identify pupil needs and provide instruction appropriate to those needs
15. Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
16. Assist with such large group activities as drill and practice, reading aloud, and storytelling, and participate in other forms of oral communication with students
17. Guide independent study, enrichment work, and remedial work assigned by the teacher
18. Check notebooks, correct papers, and supervise testing and make-up work as assigned by the teacher
19. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students
20. Encourage students to strive to meet their highest potential
21. Communicate classroom rules and encourage students to set and maintain standards of classroom behavior

#### Other Classroom Assistance

1. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities
2. Alert the supervising teacher to any problem or special information about an individual student
3. Keep the supervising teacher informed of activities and any issues that may arise
4. Operate and care for equipment used in the classroom for instructional purposes
5. Distribute and collect workbooks, papers, and other materials for instruction
6. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

#### Other

1. Keep accurate records and maintain individual records for each student
2. Attend faculty meetings as required
3. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
4. Seek assistance should emergencies arise
5. Represent the school district in a positive manner
6. Know and follow school district policy and chain of command
7. Perform other duties as assigned

#### EVALUATION

Performance of this position will be evaluated annually by the federal programs director and/or building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

#### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance