

## **Southwest Local Schools Job Description**

**Job Title:** Paraprofessional I (Special Education DH Classroom or Special Education Student)

**Reports to:** Building Principal

**Supervised by:** Intervention Specialists

**Approved by:** Board of Education

**Approved Date:**

General Description: The paraprofessional I (Special Education DH Classroom or Special Education Student) is responsible for assisting special education students in meeting their IEP goals and objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Confers with teacher and/or appropriate personnel for the purpose of assisting in the evaluation of students' progress and/or implementing students' IEP objectives.
2. Adapts classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
3. Administers tests, homework, make-up work, etc. for the purpose of assisting teacher in evaluating students' progress and/or recognizing the individual needs of the student.
4. Assists teachers and parents for the purpose of implementing lesson plans and/or developing students' daily living and behavioral skills.
5. Assists student as necessary and appropriate to maximize participation in Art, Music, PE and all academic subject objectives.
6. Attends class field trips, community outings, volunteer experiences and work study activities to maximize student participation.
7. Monitors individual students, classroom and/or playground activities for the purpose of maintaining a safe and positive learning environment.
8. Assists students with boarding and unloading from school bus.
9. Maintains classroom equipment, students' files/records for the purpose of ensuring a safe and appropriate learning environment.
10. Provides assistance to student with toileting, feeding, building mobility and dressing needs including providing services to a handicapped/disabled student which may be medical in nature, and which may be invasive, when expert medical opinion states that it is not required that such services be provided by a physician, registered nurse or licensed practical person but can be provided by a properly trained person.
11. Performs record keeping and basic clerical functions (scheduling, copying...)for the purpose of supporting the teacher in maintaining student files and providing classroom materials.
12. Responds to emergency situations (injured student, fights...) for the purpose of resolving immediate safety concerns.
13. Attends related workshops and in-service training sessions.
14. Meets any additional requirements that may be required to meet paraprofessional licensing.
15. Performs other duties as assigned by teacher and/or administrator.

**SUPERVISORY RESPONSIBILITIES** – This person will supervise special education students in accordance with the district policies and negotiated agreements.

**QUALIFICATIONS** – 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 / EXPERIENCE** – High School diploma required.

**LANGUAGE SKILLS** – Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries and complaints from students, parents, agencies, teachers, or members of the school community. Ability to control tone of conversation to remain positive even in the face of negative influences.

**CERTIFICATES, LICENSES, REGISTRATIONS** – Valid certificate / license as issued by the Ohio Department of Education. One or more of the following required to meet ODE HQT: passage of the Praxis ParaPro Exam, 60 credit hours of higher education or associates degree or higher.

**OTHER SKILLS & ABILITIES** – Ability to maintain confidentiality of student, staff, or sensitive information is non-negotiable. Ability to establish and maintain effective working relationships with students, peers, parents and the community. Ability to speak clearly and concisely in written and oral communications. Ability to perform duties with awareness of district requirements and BOE policies. Must have excellent organizational and time management skills. verbal (including listening) and non-verbal communication skills. Must be able to provide demonstrated leadership in the execution of communication strategies. Must be able to work independently. Pushing the agenda and goals of the school district is imperative. Political acumen and organizational support is strong focus as well.