

Job Title: Preschool Special Education Paraprofessional
Department: Preschool
Reports To: Preschool Coordinator I & II
FLSA Status: Non Exempt
Salary Schedule: SC lane 03



SUMMARY

Works under the direction of the Special Education Teacher to provide education and related services to students with disabilities. The position requires the incumbent to lift and support students, change protective clothing, implement behavior management plans, operate adaptive equipment (wheelchairs, etc.), and communicate effectively with students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides instructional support assistance to students and student groups to reinforce and follow-up learning activity.

Assists in observing and recording behavior patterns and follows appropriate techniques to reinforce acceptable behavior.

Assists certified educators with the presentation of learning materials and instructional exercise.

Assists in responsibility for procedures related to physical and medical needs.

Assists students as needed in learning self-care techniques, including toilet training, bathing and personal cleanliness; assist in diapering, toilet training, feeding, and other self help skills as needed.

Participates in the development, maintenance, and carrying out of systems for classroom management.

Guides students in working and interacting harmoniously with other students.

Supervises students in all areas of the school.

Operates various types of office equipment such as computers, copy machines, etc.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to work effectively with individuals with disabilities. Ability to learn tasks quickly and work with a minimum of supervision. Previous experience working with individuals with and without disabilities preferred.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to maintain discipline among students. Ability to conduct learning activities with small groups of students. Ability to meet and interact with teachers and students with tact, courtesy, and discretion.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Ability to learn special needs of particular individuals. Ability to learn and follow rules and regulations as they apply to job assignments. Ability to learn emergency procedures. Ability to follow directions.

EDUCATION and/or EXPERIENCE

Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 required to be able to lift 55 lbs, spend long periods of time on the floor (kneeling or sitting), and move about to various parts of school buildings. Ability to assist in the personal management needs of individuals with disabilities (e.g., feeding, dressing, toileting, grooming, lifting, positioning, etc.). Ability to escort and assist children as necessary. The employee is regularly required to use fingers and hands; talk and hear. The employee is regularly required to sit, stand, walk, and reach with hands and arms. Specific vision abilities for this job include close vision, distance vision, and color vision.

The employee must be able to pass the Pre-Employment Fitness for Duty Assessment.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing 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 noise level in the work environment is usually moderate.

Prepared By: Preschool Coordinator II			Date: 04/27/2017
Approved By: Executive Director, Human Resources			Date: 04/27/2017
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	