Job Title: Paraprofessional Level 2

Wage/Hour Status: Non-Exempt

Reports to: Principal & Teacher(s) Assigned

Pay Grade: PAR2

Length of Assignment: 177 days

Date Revised: June 2021

Primary Purpose:

Assist the teacher in the preparation and management of classroom activities and administrative requirements. Work under the supervision of the certified teacher.

Qualifications:

Education/Certification:
High School Diploma or GED
Minimal of 48 college credits from an accredited school OR completion of the TOP course (only offered at Region IX)

Special Knowledge/Skills:
Ability to work well with all children
Knowledge of general office equipment

Experience:
Some experience working with children

General Responsibilities and Duties:

1. Works with special needs students.
2. Uphold and enforce school rules, administrative regulations, and state and local board policy.
3. Assist the teacher in preparing instructional materials and classroom displays.
4. Assist with bus duty.
5. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
6. Assist with the administration and scoring of objective testing instruments or work assignments.
7. Assist in supervising the cafeteria and playground during breakfast and lunch. Assist in supervising students throughout the school day, both inside and outside the classroom.
8. Keep the teacher informed of any at-risk, special needs, or problems of individual students.
9. Assist in maintaining a neat and orderly campus and classroom.

10. Assist in the inventory, care, and maintenance of equipment.

11. Assist the teacher in keeping administrative records and preparing required reports.

12. Participate in staff development training programs, faculty meetings, and special events, as needed.

13. Provide orientation and assistance to substitute teachers.

14. Supervise classroom as needed.

15. Follow through with IEP objectives including math, reading, speech, and developing independent skills.

16. Assist general education classroom teachers in integrating students into general education classrooms.

17. Assist assigned students according to their individualized needs, including transferring to and from wheelchairs, lifting, positioning, signing, interpreting, etc.

18. Assist in managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed.

19. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.

20. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.

21. Strictly adhere to confidentiality requirements regarding all matters pertaining to students, parents, parent communications, and/or classroom activities. Unless instructed otherwise by the supervising teacher, all parent communication must come directly from certified personnel.

22. Demonstrate interest and initiative in professional improvement.

23. Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of the students.

24. Use acceptable communication skills to present information accurately and clearly.

25. Assist assigned students with physical needs and personal care including feeding, bathroom needs, and personal hygiene.

26. Provide personal care, health care, and/or feeding of students as stated in the IEP under the supervision of the school nurse and/or teacher. Nursing procedures such as catheterization, diapering, ostomy care, positioning, hand washing, cleanliness, administering medications, seizure

management, and gastrostomy/nasogastric feeding may be delegated by the school nurse to trained staff under her supervision.

27. Assist in bus transportation for students to ensure safety of students to/from the home setting. May use flexible time schedule to meet route times.

28. Completes some for the charting for the IEP objectives on individual sessions.

29. Implement behavior management techniques (reinforcing appropriate behavior in accordance with the teacher's plan, supervising timeout, etc.)

30. Assists in the development of independent skills as outlined through the IEP process.

31. Chart individual progress under the direction and supervision of the classroom instructor.

32. Implement prescribed behavior management techniques in accordance to BIP or teacher instruction.

Equipment Used:

Copier, typewriter, computer, radio and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Reading; ability to communicate effectively (verbal); maintain emotional control under stress. Moderate standing, stooping, bending and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____