



## **SPECIAL EDUCATION PARAPROFESSIONAL**

**Primary Function:** To provide support to one or more students with disabilities, enabling them to receive greater benefit from the district's instructional program.

**Organizational Relationships:** The Special Education Paraprofessional receives guidance from the classroom teacher and reports to the Administration.

### **Performance Responsibilities:**

1. Under the supervision of the teacher, work with student or students to reinforce concepts initially introduced by the teacher.
2. Assist student(s) in organizing tasks, schedules, materials or assignments.
3. Establish a positive and supportive relationship with the student(s), which encourages independent functioning rather than dependency.
4. Assist the teacher in devising special strategies for reinforcing the skills of individual students based on their needs, interests, or abilities.
5. Help students operate and care for equipment or instructional materials assigned by the teacher.
6. Distribute and collect workbooks, papers, and other materials for instruction,
7. Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assist with the supervision of student(s), including during emergency drills, assemblies, play periods, lunchtime, trips to the office, nurse, Media Center or field trips.
9. Check notebooks, correct papers, and supervise testing and make-up work, as assigned by the teacher.
10. Help student(s) with their clothing, dressing skills as needed.
11. Assist with lunch, snack, and clean-up routines
12. Assist with wash-up and toilet routines.
13. Help student transition from one room to another.
14. Alert the teacher to any problem or special information about the assigned student(s).
15. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
16. Participate in inservice training programs, as assigned.
17. Support established classroom and behavior management procedures.
18. Perform other duties that may be assigned by supervisor.

**Terms of Employment:** 180 work days – salary and work year established by the Board of Education.

**Evaluation:** Performance will be evaluated in accordance with Board Policy.