

POSITION DESCRIPTION

TITLE:	Special Education Paraprofessional	SUPERVISOR:	Director of Special Education
DEPARTMENT:	Special Education	CLASSIFICATION:	Support Staff

I. **Accountability Objectives:**

Instructional: Under supervision of professional staff (teacher, therapist, speech clinician, etc.) may assist in teaching related activities which include, but are not limited to, record keeping, material processing, set-up, student assistance, tutoring, providing student transportation, bus supervision/monitoring, and other related tasks which allow the teachers to increase the efficiency within the instructional program. Healthcare/physical: May provide assistance to specific individual students with healthcare/physical and/or personal needs which may include, but are not limited to, toileting, feeding, dressing, transferring/lifting and carrying students.

II. **Position Characteristics:**

Salary: To Be Determined

Length of Contract: 180 Days

III. **Position Relationships:**

Reports to: Director of Special Education / Building Principal

Coordinates with: Director of Special Education; building principal; building staff; students

Type of Coordination: As directed by administrator or others with coordination responsibilities.

IV. **Position Qualifications:**

A. Required Experience and training:

Graduation from high school; possession or eligibility for a Wisconsin Department of Public Instruction Certificate as a Special Education Aide.

B. Special requirements of the position:

1. Ability to manage and relate to children with behavioral, learning, physical and medical problems
2. Ability to communicate effectively
3. Ability to maintain confidentiality
4. Ability to seek and utilize supervision
5. Valid Driver's License

C. Environmental/Physical Requirements:

While performing the duties of this job, the employee is regularly required to fulfill responsibilities in all types of environmental conditions throughout the contractual year (i.e., recess/playground supervision, field trips, worksites). The employee will frequently be required to stand, walk, and occasionally run in most weather conditions. The employee may occasionally be required to fulfill responsibilities in extreme climate and temperatures (i.e., bus/transportation assistance and supervision). Occasionally, the position requires the employees to work in difficult environmental conditions in order to respond to the direct safety and well-being of students. The information contained in the environmental requirements of the position are essential functions of the positions but do not represent an exhaustive list of duties; they are only suggestive of the qualifications necessary to fulfill this position. Successful candidates for positions in this classification will be required to

undergo a physical examination to determine ability to perform the environmental and physical requirements.

V. Position Responsibilities:

- A. Attends to healthcare/physical needs of students. May include feeding of students, toileting and diapering, dealing with seizures, handling of equipment such as prone standards (muscle inactivity so student is changed manually), wheelchairs and braces (how to refit once removed, how to use properly, and the physical lifting).
- B. Administers medications as assigned by Principal/designee and trained by Public Health Nurse.
- C. Seeks consultation from Director of Special Education, Principal/designee, parent/guardian, physician/licensed prescriber, and/or Public Health Nurse, as appropriate, when questions arise regarding a student's care.
- D. Help with daily living skills as necessary (toileting, dressing, eating, hygiene, cooking/shopping, etc.)
- E. Follow behavior plans as prescribed by IEP's.
- F. Transporting to and from private school, home/daycare.
- G. Provide supervision or monitoring on special or regular education bus.
- H. Maintaining documentation for Medicaid billing if necessary.
- I. Maintain a professional attitude and confidentiality.
- J. Assist teacher during large group instructions
 - on task behavior
 - answer questions
 - correctness of assignment completed
- K. 1:1 or small group follow-up of teacher directed instruction
 - gross/fine motor skills
 - reinforcement, drills, and review
 - assignment completion
 - listening skills activities
- L. Resource help
 - tutorial – mainstreamed class assignment
 - check assignment sheets
- M. Supervise students with free time
 - constructive time use
- N. Run worksheets, letters, assignment sheets, etc.
- O. General housekeeping
 - put things away
 - wash tables and boards
 - clean erasers - white boards
- P. Daily recess or hall supervision duty or door supervision/bus monitoring/supervision on/off.
- Q. Communicate on behalf of students in a positive fashion with parents, other staff, special education teachers and administration. Maintain confidentiality of student records in accordance with FERPA and other legal mandates.
- R. Other duties assigned by the special education teacher, director of pupil services, or principal/assistant principal.