

JOB TITLE: SPECIAL EDUCATION PARAPROFESSIONAL

JOB GOAL:

To assist the certified staff member in achieving student learning objectives by working with individual students with special needs or small student groups to help them achieve skill levels as determined by the teacher, case manager, assessment materials, and/or their Individual Education Plans.

PREFERRED QUALIFICATIONS:

- Graduation from High School required;
- Some college preferred.
- Competency in the basic subject areas of reading, writing, and mathematics.
- Ability and temperament to motivate and work with special needs students.
- Ability to follow through on teacher prepared instructions and/or lesson plans with minimal supervision.
- Completion of Physical Management Training, CPR, First Aid, Blood Borne Pathogen and other training as required.

REPORTS TO: Certified teacher/administrator

JOB RESPONSIBILITIES:

1. Assist the teacher in implementing special strategies for reinforcing learning of material or skills based on an understanding of individual students, their needs, interests, and abilities. Prepare and collect instructional materials as directed by the teacher. Monitor and document student progress and activities throughout the instructional day.
2. Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher. Collect data as required. Guide independent study, enrichment work, and remedial work set up and assigned by the teacher. Assist students with study/organizational skills as needed. Adjust daily plans as required and as advised by certified teacher.
3. Alert the teacher to any problem or special information about an individual student.
4. Work effectively and collaboratively with other members of the instructional team – teachers, aides, administrators, specialists, behaviorists and parents.

Clearly articulate student progress needs, and behavioral changes to members of the school team as needed or requested.

5. Utilize technology on a regular basis to assure timely and accurate communications as appropriate (i.e., e-mail, etc.)
6. Operate and care for equipment used in the classroom for instructional purposes as trained. Help students master equipment or instructional materials as assigned by the teacher.
7. Assist with the supervision of students during emergency drills, assemblies, play periods, community visits and/or field trips.
8. Assist with large group activities; read to students, listen to students read, and participate in other forms of oral communication with students. Work with students in social settings, both in and outside the classroom, to enhance their communication skills.
9. Assist students in the library/media center, cafeteria, music room, art rooms or any school space students may visit as part of their daily plan or IEP.
10. Utilize opportunities throughout the school day to reinforce behavior plans, OT, PT, and Speech therapies as demonstrated by certified staff.
11. Assist with lunch, snack, preparation, clean-up, and wash-up and bathroom routines as necessary. Help students with clothing as necessary and as appropriate for age group and/or disability. Assist with daily living needs (feeding, grooming, and non-age appropriate bath rooming) if assigned.
12. Accompany children to/from bus or lavatory as necessary. Accompany children on district bus or van rides as assigned.
13. Serve in the capacity of job coach for secondary students as required or requested.
14. Assist teacher in the upkeep and organization of data collection materials, student learning materials, classroom displays, student learning displays, bulletin boards.
15. Proactively work to utilize work day effectively; manage time to meet workload demands and student schedules.
16. Serve as a resource to and provide assistance to any substitute teacher assigned in the absence of the regular teacher.
17. Participate in district staff development activities to increase understanding of students' needs and disabilities.

18. Participate in communications with parents if requested by certified staff members, in designated situations, regarding individual students.
19. Report to building administrator in absence of any one-on-one assigned student for reassignment that day.
20. Complete Physical Management Training, CPR, First Aid, and other staff development training as required.
21. Administer Epi-pens as trained for individual students.
22. Maintain high level of ethical behavior and confidentiality of information about students.
23. Proactively work to utilize work day effectively; manage time to meet workload demands and building schedules.
24. Maintain positive and professional relationships with co-workers.
25. Demonstrate flexibility and ability to respond to changing priorities.
26. Demonstrate ability to work independently with minimal supervision
27. Perform other related duties as assigned or requested by certified teacher or a building administrator.

RESPONSIBILITY/ACCOUNTABILITY:

Responsible for quality and quantity of own work as assigned by teacher or building administrator.

PHYSICAL DEMANDS:

Walking, standing, bending, lifting, assisting with self-care, personal hygiene and toileting if required.

Provide physical management of students as trained.

Maneuver/push wheelchair throughout building

TERMS OF EMPLOYMENT: 184 day position

EVALUATION:

Performance of this job will be evaluated annually by the employee's immediate supervisor and/or administrator in accordance with agreement between the Wilton Board of Education and WAESCA

Written: May 4, 2004

Revised: October, 2007

Approved: _____
Director, Human Resources

Director, Special Services

Date: _____
