Princeton City School District
Job Description

Job Title: Special Education Paraprofessional
Reports To: Principal
FLSA Status: Classified
Revised Date: March 30, 2009

JOB GOAL

To provide services to special intervention/regular education teachers and students in keeping with instructional policy. The paraprofessional in special education works under the supervision of a professional service provider to directly or indirectly assist and support in the provision of services to students with disabilities. The roles and assignment are not defined by a particular student, setting, or program, but rather by students' needs as determined by the IEP.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Does assist special education teachers with routine classroom duties according to needs.
- Does perform required clerical tasks.
- Does clean equipment and work areas.
- Does meet, take and provide assistance to special education students at/to their buses.
- Does assist special education students in moving around the building, in the lunchroom and on field trips.
- Does correct students' work under the guidance of the teacher.
- Does assist special education students with toilet training/use.
- Does reinforce (individually and in small groups) concepts and skills introduced by the teacher in al learning environments.
- Does keep students on task.
- Does carry out the instructional lessons and programs as developed by the supervising teacher in the learning environment.
- Does redirect behavior and implement behavior management plan.
- Does teach and model strategies to peers about how to interact.
- Does support communication and social skills.
- Does assist with daily living skills and needs.
- Does act as job coach.
- Does observe, record, and collect data as directed.
- Does attend IEP meetings at the request of administration, teacher or parent.
- Does perform or assist with other duties as assigned.

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. Knowledge of district selected software is required.

- Must be certified by the State of Ohio as an educational aide.
- Must have effective supervisory and training skills.
- Must have effective word processing and typing skills.

- Must have high school diploma or GED.
- Must be dependable, trustworthy and capable of maintaining confidentiality.
- Must satisfy all job-related medical and physical ability standards.
- Must satisfy all job related attendance requirements.
- Must satisfy all job related training requirements.
- Must be able to move around considerably but also to remain in a fixed location for a period of time.
- Must be suited for situations that require adherence to rules and procedures, and also flexibility to use own code of ethics in decision-making.
- Must be suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.
- Must be able to work alone with other people, but also have the ability to work alone.
- Must be able to tolerate and deal with trying circumstances of the job and factors thereto.
- Must be suited for situations that require the ability to express one's own thoughts and ideas to others as well as follows instructions or directions.
- Must be suited for situations that require the ability to interact with others in a team setting, as well as the ability to individually excel.
- Must be suited for situations that require the ability to handle a high amount of stress, tension, difficult work conditions and pressure.
- Must be suited for situations that require the ability to do a moderate amount of probing and questioning.

SUPERVISORY RESPONSIBILITIES
Supervises students when necessary.

EQUIPMENT
Typewriter, Wheelchair lift(s), Printer, Laminating machine, Addressograph machine, Desk stapler, Copier, Computer, Collating machine.

CERTIFICATES, LICENSES, REGISTRATIONS
Must have an associate degree (or higher) from an accredited institution of higher education; or at least 48 semester hours of higher education from an accredited institution; or must have passed the Ohio Department of Education ParaPro exam.

LANGUAGE SKILLS
Ability to communicate effectively with students, parents, teachers, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community.

OTHER SKILLS AND ABILITIES
Ability to perform duties with awareness of district requirements and Board of Education policies.

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 regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

PHYSICAL ABILITIES

Mid-handling strength	High	100 pounds
Lower-handling strength	High	100 pounds
Standing work tolerance	High	
Sitting endurance	High	
Manual dexterity	High	
Finger dexterity	High	
Arm-hand Steadiness	High	
Near vision	High	
Color discrimination	High	
Speech clarity	High	
Hearing	High	
Speech clarity	High	

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. The noise level in the work environment is usually moderate to high.

- Works with objects having sharp points ***occasionally***.

TERMS OF EMPLOYMENT

Salary and work year to be established by the Board of Education.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.