FOREST HILLS LOCAL BOARD OF EDUCATION

JOB DESCRIPTION

Board Approved: October 26, 2015
Amended 8/16/23
Amended 5/22/24

Title: Paraprofessional
Reports To: Building Principal
Employment Status: Part or Full Time
FLSA Status: Non-exempt
Qualifications:
1. High School graduate or equivalent
2. 18 years of age, or more
3. Good health, high moral character and good attendance
4. Properly licensed and endorsed

Definition: Paraprofessionals are employees who are trained to assist in the provision of special education services to children with disabilities. Paraprofessionals are to assist in providing a well organized, smoothly functioning class environment in which students can take full advantage of instructional programs including safety and well-being.

Key Functions:

1. Instruction and Assessment
    a. Providing instruction to individual students/small groups using instructional objectives and lessons developed by teachers or other personnel.
    b. Assisting with supplementary work for students and supervising independent study.
    c. Providing assistance with individualized program materials.
    d. Administering formal and informal assessment instruments (spelling tests, etc.), scoring objective tests and written papers, and keeping appropriate records.
    e. Assisting the teacher and other professional personnel by observing, recording and charting information about student performance, behaviors and learning styles.
    f. Assisting with the preparation of materials for use in specific instructional programs, including modifications.
    g. Operating assistive technology equipment/devices/software as part of students individual programs

2. Behavior and Socialization
    a. Implementing behavioral management strategies - using the same emphasis and techniques as teachers and other certificated personnel (e.g. Behavior Intervention Plans).

b. Assisting teachers with crisis problems and discipline.
c. Assisting students with personal and hygienic care.
d. Assisting students learn good work habits and perform jobs as specified by employers, job coach, intervention specialist, or work study coordinator.
e. Managing/participating in specific duties unique to program and job assignments, as appropriate (e.g. personal care, community work placements, specialized programs).

3. Other
    a. Attending IEP or staff meetings at the request of teachers or administrative personnel.
    b. Assist special needs students that require monitoring in the arrival and departure of students during bus duty.
    c. Familiarizing employers and co-workers with the special needs of students.
    d. Participating in opportunities for professional development, as appropriate to assigned program responsibilities.
    e. Capable of responding promptly and appropriately to instances of student elopement, ensuring student safety and maintaining supervision at all times.
    f. Performs other duties as assigned.

ADDITIONAL WORKING CONDITIONS:

1. **Fast-paced environment**
2. **Ability to occasionally lift and carry up to 50 pounds**
3. **Possible exposure to blood and other bodily fluids**

NOTE: The job description statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

Forest Hills Schools does not discriminate nor tolerate harassment in its employment opportunities, educational programs or activities for any reason including on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age or genetic information.

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JOB DESCRIPTION ACKNOWLEDGEMENT

Title: Paraprofessional
Position Incumbent:

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

_____ _____
(Local Superintendent or designee) (Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

_____ _____
(Signature) (Date)