

Job Title: Paraprofessional Self-Contained
Classroom

Wage/Hour Status: Hourly

Reports to: Campus Principal

Pay Grade: 904

Dept. /School: Assigned Campus

Date Revised: September 12, 2022

Primary Purpose

To assist students with disabilities under the supervision of a Special Education Teacher.

Qualifications

Education/Certification

High School Diploma/GED, or Higher Education (from an accredited institution of higher education) ;
AND Minimum of 48 credit hours from an accredited institution of higher education OR Passing score
on the ParaPro Assessment

Special Knowledge/Skills

- Ability to work with students with disabilities
- Ability to communicate effectively with students, teachers, and parents orally and in writing.
- Ability to follow verbal and written instructions
- Strong organization, communication and interpersonal skills
- Ability to work flexible schedules
- Ability to use basic computer skills to include Microsoft Office Software

Experience

Experience working with students and parents

Major Responsibilities and Duties

Instructional and Program Management

1. Maintain a high level of ethical behavior and confidentiality of information regarding students.
2. Assist students in using adaptive/assistive equipment as indicated in the student's Individualized Education Plan (IEP).
3. Assist students with integration of technology and educational media into the daily instruction under the direction of the special education teacher.
4. Assist in the implementation, monitoring, and documenting student IEP under the direction of the special education teacher.
5. Work with small groups of students or individual students to reinforce material initially introduced by the teacher and supervised by special education teacher.
6. Act as a positive role model for students concerning communication and social skills.
7. Reinforce instruction provided by the teacher to increase independence in social skills, personal care skills, and behavioral skills.
8. Assist teacher(s) during field trips and/or community based learning activities.
9. Assist the special education teacher in preparing and managing classroom instructional materials and adapting materials to meet the individualized needs of students.
10. Supervise students' arrival and departure from the classroom and/or bus, checking with the bus monitor on student concerns to relate to the teacher, assists students during transitions, with Physical Education (PE) , elective classes, cafeteria, monitoring playground and other activities.
11. Assist with the physical need of the student in personal hygiene, toileting (to include catheterization, diapering, cleaning soiled areas, etc.), grooming, and eating (to include pureed food items, g-tube feeding, etc.).
12. Assist in the implementation of the teacher's classroom discipline plan and/or individual student's behavior management plan.

13. Complete and submit service delivery logs as reflected in IEP.
14. Actively participate in staff development related to instructional programs, instructional strategies, adaptive-assistive devices, community-based instruction, disabling conditions and related disorders, social skills training, CPI, Heart Saver CPR in Schools, personal care, and work with students with disabilities as well as others needed to perform job duties.
15. Gain an understanding of different types of mental and physical disabilities and how to assist students in learning basic behavioral, social and functional living skills; through staff development and mentoring,
16. Attend staff development and mentoring to gain; an understanding of different types of mental and physical disabilities and how to assist students in learning basic behavioral, social and functional living skills.
17. Work in a cooperative manner with teachers and other professionals.
18. Follow directives regarding student needs and instructional program.
19. For self-contained academic paraprofessionals working in a CTED (Career Technology Education for the Disabled), assist CTE instructor(s) with students with disabilities in a work-experience environment.
20. Paraprofessionals assigned to self-contained classrooms will not be assigned to other campus duties not related to Special Education.
21. Communicate consistently and effectively using electronic media to include email, returning phone calls, etc.
22. Demonstrate the ability to attend work on a regular and routine basis to avoid disruption to district operations.
23. Provide optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.
24. Perform other duties as assigned by the appropriate supervisor.

Supervisory Responsibilities

None

Equipment Used

Instructional aids, adaptive-assistive equipment, audio-visual equipment, wheelchair lift, ramps, computer, printer, and copier.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; works with frequent interruptions. Frequent standing; stooping, bending, kneeling, pushing, and pulling; heavy lifting of students. Biological exposure to bacteria and communicable diseases. Place children on toilet. Must be able to lift a minimum of 40 pounds; however, weight requirement will vary according to individual weight of students in the classroom.

Terms of Employment

184 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.