

JOB DESCRIPTION OF PARAPROFESSIONAL

TITLE: PARAPROFESSIONAL

QUALIFICATION: High School Diploma OR Equivalency Diploma

REPORTS TO: Certified Staff/Superintendent/Principal/Vice Principal

JOB GOAL: To assist certified staff in a professional and cooperative manner in order to provide students with physical help and emotional support they need to gain the full benefits of their educational and rehabilitative program.

TERMS OF EMPLOYMENT: 10 Months

DUTIES AND RESPONSIBILITIES:

1. Assists the students in taking off and putting on outerwear, moving from room to room and to and from their buses.
2. Assists students using bathrooms.
3. Assists certified staff in toileting/diapering disabled students.
4. Feeds students snack and lunch under direction of Speech Therapist and other certified staff. Assists in cleaning up after these activities.
5. Assists the certified staff in the preparation, maintenance, assembling and storing of basic instructional materials and equipment.
6. Records information as directed by the certified staff.
7. Maintains various files and inventories as directed by the certified staff.
8. Prepares, distributes and collects forms as needed by the certified staff.
9. Maintains the cleanliness and hygiene of the facility and materials according to procedures as prescribed by the certified staff.
10. Prepares bulletin boards.
11. Provides assistance to the certified staff in the direct instruction of the children.
12. Prepares charts and notices.
13. Delivers messages and materials between the instructional facility and administrative officers.
14. Assists with material and refreshment preparation and clean-up on Parent Conference days and other meetings as required by staff or administration.
15. Attends all staff meetings as required by certified staff.
16. Provides active, enthusiastic encouragement to the children attempting activities at the facility.
17. Performs clerical functions as directed by the certified program staff and the Principal/VP. The clerical functions will include, but will not be limited to routine correspondence, duplicating, copying, and mailing. All such functions will be performed neatly, accurately and in the appropriate manner.
18. Shows compassion and understanding to the parents of handicapped children.

JOB DESCRIPTION: PARAPROFESSIONAL (Continued)

19. Recognizes that the
 - (a) diagnosis of educational needs
 - (b) instruction/changes instruction
 - (c) supervision of educational progress
 - (d) evaluation of educational growth
 - (e) communication of any of the above to parents/guardians/sponsors remains the exclusive responsibility of the certified staff and defers to them any parental questions regarding these matters.
20. Physically capable of lifting, positioning and caring for multiply handicapped students ages 3 to 21.
21. Shall be responsible and professional with students who are physically aggressive and may engage in behaviors which include but are not limited to hitting, kicking and attempting to bite.
22. Sensitive to the nature and needs of the handicapped and their families.
23. Maintain a good rapport with the community in regard to the program and needs of handicapped children.
24. Performs other duties, in keeping with his or her position, as assigned by the certified staff of the program and Superintendent/Principal/VP.
25. Shall hold as confidential all information regarding students' records, social history and familial matters.
26. Shall also hold as confidential any information regarding personnel or programs that become known either inadvertently or through direct communication.

Board approved: _____

Employee Signature _____ Date _____