

Instructional Paraprofessional

JOB DESCRIPTION

Goal: Work directly with students with guidance from the teacher. Provide coaching and modeling to facilitate the active involvement of students in their educational setting.

Reports To: Designated Administrator (and/or their designee)

CONDITIONS:

Must have an acceptable Criminal Background check and no appearance on the Child Abuse Protection Registry at any level.

- ❖ Holds high school transcript or equivalency, *along with one of the following:*
 - An associate degree *or higher with a GPA of 2.0 or higher from an accredited institution, or*
 - Sixty college credits from an accredited institution, **or**
 - A score of 459 or higher on the ParaPro Test

QUALIFICATIONS:

- ❖ Has strong communication skills; writing and speaking in English
- ❖ Has strong communication skills; writing and speaking in a second language; if required by assignment
- ❖ Has experience working with children in varied settings; **preferred**
- ❖ Has working knowledge of behavior management procedures; **preferred**
- ❖ Has knowledge of software applications including MS Word, MS Excel and MS PowerPoint; **preferred**
- ❖ Has knowledge of assistive technology and accommodations for special education students; **preferred**

Special Education & Special Program Qualifications:

Instructional paraprofessionals in a special education program setting must have the willingness to accept and carry out the following:

- ❖ Work with students from birth to 21 years old
- ❖ Assist with self-help training (student transfer, toileting, diapering, grooming, feeding etc.) if required by assignment
- ❖ Understand and implement the students' IEP (Individual Education Program) goals and objectives as well as any accommodations to ensure student's success, including Behavior Support Plans
- ❖ Lift students and perform physical tasks with proper training, if required by assignment
- ❖ If transporting students in district vehicles, possess a valid driver's license and safe driving record.
- ❖ Provide vocational support and on-the-job coaching at community locations with a limited number of students (determined by contract) with or without teacher on site, with proper training and an established routine, if required by assignment
- ❖ Satisfactorily pass Safety Techniques and Personal Restraint Techniques assessments, if required by assignment
- ❖ Satisfactorily pass CPR and First Aid training, if required by assignment

Additional requirements for Delaware School for the Deaf

- ❖ Ability to use American Sign Language (ASL) as measured by a 3.0 rating on the American Sign Language Proficiency Interview, if required by assignment.
- ❖ Experience working with deaf/hard of hearing children, **preferred**

RESPONSIBILITIES:

- ❖ Ensure the safety of the students within all school and community environments
- ❖ Ensure student confidentiality
- ❖ Utilize knowledge of the social, emotional, medical, and academic needs of individual students obtained through collaboration with teacher and/or specialist
- ❖ Collaborate with the teacher and/or related services providers about the plans, and implementation of activities and resources for the students
- ❖ Work with students in variety of ways, which may include an individual, small group, or whole group settings, in the school and/or in the community, as prescribed by instructional programs
- ❖ In an inclusionary environment, is not limited to working solely with students who have IEP's, may also work with regular education students
- ❖ Assist in ongoing monitoring of students' progress which, may include assessing, data collection and computer work

- ❖ Communicate essential student information, progress, concerns to the assigned teacher, worksite coordinator, or assigned administrator
- ❖ Support in maintaining discipline of students using behavior management plan as directed by classroom teacher.
- ❖ Maintain dignity and respect for each student at all times
- ❖ May assist teacher or independently perform routine tasks such as, but not limited to: classroom duties, record keeping, , limited clerical work, checking and grading papers, gathering/preparing materials for students, assisting with the set-up/clean-up of classroom activities, operating multimedia equipment, and job coaching at community-based locations.
- ❖ May assist with the supervision and monitoring of social interactions during non-instructional activities such as bus duty, breakfast/ lunch, recess, student transition between activities, specials/elective and field trips.
- ❖ Must be able to stand and work continuously for a minimum of 4 hours per work day.
- ❖ Minimum lifting requirements- 50 pounds (with assistance).
- ❖ Must be able to use arms and hands without restrictions to accommodate the physical, mobility, and ambulatory needs of students.
- ❖ Must report to work on time every work day, except as afforded by existing law.
- ❖ Must perform all duties as assigned during scheduled work days.
- ❖ Perform other duties as requested by administration to meet the needs of the students.
- ❖ Maintain a professional attitude and appearance in all settings as required by district guidelines
- ❖ Use initiative to solve problems
- ❖ Follow district and building procedures
- ❖ The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.