

Cochrane-Fountain School District – Job Description

Title: Paraprofessional – Special Education

Summary

Under the direction of a certified staff member, the Paraprofessional -Special Education assists students with special needs in a variety of settings throughout the school day.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Student Interventions

- Delivers educational interventions designed by Special Education teachers to help students maximize their independence and make progress towards educational, academic, life skill, behavioral, physical, social, and emotional goals.
- Assists in carrying out programs set-up by special services personnel (O.T., P.T. Speech, etc.)
- Assists identified students in completing homework assignments and prepare for assessments.
- Provides small group and tutorial instruction and supervision as directed.

Student Behavior

- Learn and implement a variety of student behavior plans.
- Uses knowledge of student's needs to make necessary modifications to daily activities.
- Uses verbal de-escalation techniques to assist with behavioral non-compliance and to work with students in crisis to enable their return to the most appropriate academic setting.
- Escort and monitor behavior of individual students.
- Accompany student on bus, as needed

Student Health & Physical Needs

- Assists students with basic grooming and self-care.
- Assists with health care physical needs of students which may include feeding, toileting, addressing seizure activity, ambulating students with physical needs, etc.
- Supervise students in settings other than the classroom: arriving to school, bus, hallways, lunchroom, library, indoor recess, on the playground, field trips, exiting school, bathroom etc.

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment

Required

- High School Diploma or GED
- Possession of or eligibility for Wisconsin Department of Public Instruction Certificate as a Special Education Aide. Must obtain certificate within 30 days of hire
- Demonstrates interpersonal skills needed to relate positively to children and adults
- Basic technology and clerical knowledge

Preferred

- Previous experience working with children in a learning environment.

Terms of Employment

Employment is full time or part time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Salary, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Principal or Assistant Principal

Adopted by the Cochrane-Fountain City School Board: 2/17/2021