

Wentzville R-IV School District
Position Description
Locator: 2.25

Position Title: Special Education Paraprofessional

Reports To: Building Principal/Assistant Superintendent for Special Services

SUMMARY

To improve the educational program by assisting the instructional and administrative staff.

QUALIFICATIONS/REQUIREMENTS

Special Education Paraprofessionals shall have a minimum of a high school diploma or its equivalent and be competent in the duties to be performed.

ESSENTIAL JOB DUTIES

- Performs supportive instructional tasks under the direction of the assigned special education teacher.
- Monitors students during independent work activities and provides assistance as needed.
- Provides tutorial assistance to students in one-to-one or small group arrangements.
- Provides practice and reinforcement activities for student as follow-up to direct instruction provided by the special education teacher.
- Reads tests to and records responses from students needing this service as specified on the I.E.P.
- Assists in preparation of instructional materials
- Performs supportive behavior management tasks under the direction of the assigned special education teacher.
- Assists in implementing the classroom behavior management system as designed by the special education teacher.
- Informs teacher of behavior and interpersonal concerns among students.
- Provides emotional support and encouragement to students.
- Assists in the supervision of special education students throughout the school day (e.g., provide support services within regular classroom, loading/unloading of buses, lunch, recess, washroom, assemblies, movement throughout the school building, on - and off-campus job training sites).
- Participates in in-service training programs (minimum of 15 contact training hours during first year; 10 contact training hours in subsequent years) as directed by building principal and/or the Assistant Superintendent for Special Services.
- Participates in individual student I. E. P. as needed.
- Assists the special education teacher in evaluation activities and special education records management.
- Assists in provision of physical care of students as needed.

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- Participates in current certification in Adult/Child CPR and training in emergency first aid provided by the district, if required by position.
- Assists special education teacher with clerical duties related to the special education program (e.g., inventory of materials).
- Rides the school bus to help protect student safety and comfort while being transported.
- Assists children on/off the bus.

PHYSICAL DEMANDS

- Exert 50 to 100 pounds of force occasionally (33%), or and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and/or
- Exert 10 to 20 pounds of force often to move object

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate duties as assigned by the building Principal/Assistant Superintendent for Special Services.

MENTAL DEMANDS

Ability to function in a multi-tasking environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS of EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with District policy on evaluation of support staff.