

# **OGLE COUNTY EDUCATIONAL COOPERATIVE**

## **JOB DESCRIPTION**

**Job Description:** Special Education Paraprofessional

**Reports To:** Supervising Teacher & Director and/or Other OCEC Administrators

**Employment Terms:** Salary and Term of Employment as determined by Board

### **Minimum Qualifications:**

- High School Graduate, or GED
- Must be at least 19 years of age
- 1 of the Following:
  - Associate's degree or higher
  - 60 semester hours of coursework
- Valid Paraprofessional License

### **Roles and Responsibilities:**

- Communicate and collaborate effectively with others.
- Ensure confidentiality of sensitive information
- Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
- Understand and adapt to a variety of situations
- Maintain and exhibit general and personal safety practices.
- Maintain stakeholder satisfaction.
- Work independently and exercise good judgment.
- Assume personal responsibility for professional performance and growth.
- Utilize effective problem solving processes.
- Exhibit professionalism in appearance and demeanor.

- Serves as a professional role model, with guidance from the classroom teacher, through interactions with students, staff members, and parents; support of teaching practices; planning, and involvement in professional development activities.
- Implements supplemental and supportive instructional strategies to selected students as designated by and under the supervision of the classroom teacher and related services support staff in school and community environment
- Assists the classroom teacher in developing, organizing, and preparing instructional materials.
- Provide one-to-one or small group supervision to students as necessary.
- Assists classroom teacher in meeting students daily care needs (toileting, grooming, diapering, feeding, positioning, transferring, etc.).
- Under the direction of the classroom teacher, provides assistance in implementing behavior management plans in the classroom and community environments.
- Assists in maintaining a clean, safe, and organized environment for all students.
- Maintains an awareness of each students' individuality and responds in a manner conveying dignity and respect.
- Supervise students at lunch, on the playground, before and after school, and during recess.
- Escort special education students to and from assigned classrooms, the nurse, the speech therapist, the occupational therapist or other related services as required by the student's IEP.
- Accompany students to library, music, art, technology, and PE classrooms as designated.
- Complete other duties as assigned by the classroom teacher/supervisor to promote and implement the overall instructional, functional, and behavioral programming.
- Demonstrate proficiency in basic computer and technology skills to complete job related tasks.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

**EVALUATION:** Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

***Updated 2/1/2021***