

Williams Bay School District

Position Title: Special Education (SPED) Paraprofessional

Reports to: Director of Special Education and Building Principals

Job Goal:

The Special Education (SPED) Paraprofessional assists the teacher in achieving teaching objectives by working with individual students or small groups of students to help them achieve the skill levels of the class as a whole and while assisting in student supervision, allowing the student to take full advantage of the instructional program. The job demands the ability to stand for extended periods, the ability to move quickly and freely and to spend time outside in inclement weather, properly handle confidential matters relating to students, student records, parents, staff, and any other school-related issues.

The SPED Paraprofessional works closely with the Special Education Teacher to implement appropriate strategies such as accommodations, assistance in work completion, or supervision.

This job description is subject to all federal and state laws and the terms of the Employee Handbook.

Required Qualifications:

- High school diploma or its equivalent.
- Must hold or be able to obtain a Wisconsin Department of Public Instruction (DPI) Special Education Teaching Assistant License.
- Teaching Assistant training courses or current enrollment in the Teaching Assistant education courses appropriate to the level of the job opening or their equivalent is preferred.
- Any college credits and experience will also be evaluated.
- Experience working with children or young adults preferred.
- Physical ability to perform demands and duties as assigned.
- CPR and First Aid certification
- Ability to use Non-Violent Physical Crisis Intervention Techniques (NVCI), which may include the use of physical restraint of students utilizing techniques taught in the NVCI program.
- Such alternatives to the above qualifications as the Board of Education or District Administrator may find appropriate.

Performance Expectations:

Instructional

- Under the supervision of the teacher, works with individual students or small groups of students to reinforce learning of materials or skills.
- Assists the teacher in devising special strategies and materials for reinforcing skills based on a sympathetic understanding of individual students, their needs, interest, and abilities.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher. Examples of this might be: (a) assist in independent study in the classroom or the learning center; (b) assist in reading tests to students; (c) drill in mathematics; (d) individualized help in spelling.
- Meets regularly with and alerts the regular education and special education teacher to any problems or special information about an individual student.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Participates in appropriate and approved in-service training programs.
- Attends Evaluation Team meetings as requested.
- Collects data or progress monitoring for academics as directed by the Special Education Teacher.
- Collects data for IEP goals as directed by the Special Education Teacher.
- Implement student behavior plans as written and directed by the Special Education Teacher

Clerical

- Checks notebooks, corrects papers, supervises testing and makeup work, and assists with clerical duties as assigned by the Special Education Teacher.
- Maintains confidentiality of student and family information as per applicable state and federal regulations.

Supervision

- Assists the teacher in duties relating to the supervision of playground, study hall, cafeteria, and bus loading activities.
- Supervises students in large groups to reinforce play activities and game skills, generally on the playground or in multi-purpose rooms.
- Supervises the students and assists in reinforcing acceptable, individual behavior in large groups and on school property.
- Alerts the proper school authority to any problems or special information about a student or group of students.
- Assist in the feeding, toileting, dressing, and movement of students who are not able to carry out these tasks alone or who are developing self-help skills.

Individual Student Need

- Performs health care procedures for students, when delegated and supervised by the school nurse. This may include feeding, toileting, dressing, and assisting in the movement of students who are not able to carry out these tasks alone or who are developing self-help skills.
- Provides appropriate verbal and physical interventions, utilizing Non-Violent Crisis Intervention, and other programs as trained and directed by teaching staff and administration.
- Assists special needs children in community-based instruction and vocational work experiences as determined by teachers and administration.
- Assists in the operation and maintenance of assistive devices and adaptive equipment utilized by students.

General

- Performs such other tasks as may be assigned by the building principal or Special Education Director.
- May be required to assist students with personal hygiene and grooming functions such as toileting.

Physical Demands

- Position involves bending, stooping, and kneeling while working with students.
- Position involves extended periods of time on feet.
- Position involves occasionally lifting up to 40 lbs.
- Position involves listening, speaking clearly and visual acuity.
- Position may involve physical restraining of students.

Terms of Employment

At will employee. Compensation and employment responsibilities to be arranged by the Director of Special Education, Building Principal, and as directed by the Board of Education. The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Evaluation

Performance of this job will be evaluated following provisions of the Board of Education's policy on evaluation of support personnel.

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Williams Bay, Wisconsin