

## **JOB DESCRIPTION**

**Position Title:** Intensive Special Education Paraprofessional  
**Status:** 9-month Classified  
**Reports To:** Classroom Teacher and Building Principal  
**Salary:** Classified Salary Schedule Column B

### **Desirable Qualifications:**

- High school diploma or equivalent
- Post high school education or ability to pass the Para Pro Assessment required
- Exceptional organizational skills
- Outstanding attention to detail
- Excellent communication, public relations and interpersonal relations skills
- Ability and willingness to learn how to use computer applications related to the position
- Ability to work independently
- Experience in supervising youth consistent with the age group of the school;

### **Performance Responsibilities:**

General Responsibilities: Assists classroom and special education teachers with the instruction and supervision of intensive special education students. Secondary responsibilities include clerical assistance to teachers as it relates to the intensive special education student.

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to district office conversation.
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

### **Essential Functions:**

- Works one-on-one or with intensive special education students who may participate in whole group or small group settings.
- Works with students who may be aggressive or disruptive in class; providing behavior support which includes physical management (training provided upon hire)
- Assists intensive student in achieving academic success
- Assists student with personal care and daily functions as needed.
- Works with student on social integration.

- Supervises intensive needs student on field trips on the playground, in the gym, during lunch period and at other school activities.
- Consults and collaborates with special education and regular education teachers as well as related service staff
- Provides basic clerical assistance, preparing classroom materials by cutting and pasting, duplicating, typing worksheets and assignment sheets as assigned by the special education coordinator or teacher.
- Corrects workbooks, homework and tests for the intensive student and reviews with the student as appropriate.
- Attends student IEP meetings as requested.
- Follows instructions of supervisor.
- Takes safety precautions and reports any unsafe conditions.
- Promptly submits accurate accident reports.
- Performs all other duties as assigned.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

I have read and understand the above job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Employee

**It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, age, sex or disability.**