

**WILLOW RIVER AREA SCHOOL
8142 PINE STREET
WILLOW RIVER MN 55795**

Job Description

Position Title:	Special Education Para-Professional
Immediate Supervisor:	Principals
FLSA Status	Non-Exempt
Board Approved:	April 18, 2023

Overview: Under general supervision, perform a variety of instructional activities; assist in providing instruction to individual or small groups of students; perform occasional clerical and supportive tasks; lunchroom and recess supervision.

Required Qualifications:

- High School graduate or equivalent and one of the following:
 - Associate of Arts Degree, or
 - Completion of two years of study at an institution of higher education, or
 - Passing the ParaPro assessment.

Preferred Qualifications:

- Previous experience in working with children, specifically with disabilities.

Knowledge:

Basic concepts of child growth, development, and instructional techniques; student behavior management strategies; proper English usage, punctuation, spelling, and grammar; basic mathematical concepts; modern office practices, procedures and equipment; operation of a computer/tablet; and record keeping.

Abilities:

Utilize instructional materials and procedures; understand and carry out oral and written directions; assume responsibility for properly supervising students; establish and maintain cooperative working relationships with staff, students and parents; meet schedules and timelines; perform occasional clerical tasks; operate a variety of office related machines and equipment; and provide positive stakeholder experiences.

Performance Responsibilities:

- Assist students with daily transitions (e.g., transition between tasks and/or rooms, lunch, playground, etc.);

- Assist students in the general education classroom helping the student to access the curriculum under supervision of the special education teacher;
- Assist students with personal care needs, (toileting, dressing, feeding, brushing etc.) as needed;
- Assist the special education teacher in implementing student's Individual Educational Plan (IEP) goals and accommodations;
- Assist in implementing behavior management programs;
- Under supervision of special education teacher, reinforce instruction introduced by the student's general and/or special education teacher(s);
- Monitor the student to ensure his/her safety and the safety of other persons;
- Foster and encourage the independence of the student;
- Assist with crisis intervention which may include physical restraints;
- Establish a positive and nurturing relationship with the student;
- Assist in supporting classroom discipline;
- Inform the teacher and/or principal of discipline problems; monitor discipline situations according to district discipline guidelines;
- Assist students during field trips and other outings (e.g., assist transportation drivers secure wheelchairs when appropriate, on bus/van, assist students with orientation and mobility, assist teacher(s) in monitoring students for safety, etc);
- Collect and maintain data as directed by supervising teacher;
- Prepare and maintain Medical Assistance (MA) billing;
- Work cooperatively with staff;
- Assist students in the operation of a variety of instructional assisted technology;
- Supervise and monitor students both inside and outside of classroom; and
- Performs other related duties as assigned.

Physical Demands: Operate office equipment; sitting or standing for extended periods of time; bend at waist, kneeling or crouching; read a variety of materials and communicate information, reaching overhead, above shoulders and horizontally and ability to lift up to 50 pounds.

Terms of Employment: Salary and work year to be established by the School Board.

Evaluation: Performance of this job will be evaluated annually by the assigned Principal.