

Monroe School District Job Description

Title: Specialized 1:1 Paraprofessional

General Description: To provide *specialized* communication, physical mobility, medical, or behavioral health assistance under the supervision of a Special Education Teacher and/or an allied health professional (e.g. School Nurse, Occupational Therapist, Licensed Social Worker/Counselor, Speech/Language Pathologist) to students who have special education plans based on specific *needs of students*.

Qualifications of Employment:

1. Evidence of advanced training in the specialized area of assignment such as a community college certificate, Associate's degree, or equivalent competency
2. Interest Flexibility with change of tasks and/or assignments
3. Ability to work with others

Reports to:

- Allied Health Professional and/or
- Special Education Teacher

Terms of employment:

1. Work year and day subject to individual contract
2. Verification of health to perform job
3. Contract with salary and benefits defined by Monroe Education Support Personnel/NEA-NH Collective Bargaining Agreement

Classification: This position is subject to the Monroe Education Support Personnel Collective Bargaining Agreement and School Board Policy.

Performance Responsibilities: The Specialized 1:1 Paraprofessional position will be expected to perform many different duties on any given day. Below is a number of responsibilities the position may have:

1. Assist the professional supervisor to implement specialized strategies and programs for reinforcing skills or functioning in a variety of settings based on the individual needs of students.
2. Carry out specialized responsibilities as assigned by the professional supervisor such as mobility support, feeding and toileting, seizure or other medical response, communication and OT programs, etc.
3. Help students with equipment or intervention materials assigned by the supervisor.
4. Assist with the supervision of students in and out of the classroom.

5. Alert the respective classroom teacher to any problem or special information about an individual student so that the intervention program is embedded and reinforced within the regular education setting.
6. Maintain regular communication with supervisor, special education teacher(s), and classroom teacher(s).
7. Maintain a high level of ethical behavior and confidentiality of information about students.
8. Participate in in-service training programs, as required/requested.
9. Provide specially designed interventions under supervision to small groups or individual students.
10. Become familiar with the required accommodations/modifications and goals written into the IEPs
11. Provide specialized support for all students, but with the focus on assigned special education
12. Guided by the respective supervisor of the IEP, provide appropriate accommodations to materials.
13. Assist in the administration of assessments, including accommodations.
14. Perform other duties that are characteristic of the responsibilities of a paraprofessionals as delegated by the building administrator, assigned professional supervisor, and/or special education teacher.
15. Maintain service delivery and progress monitoring logs.
16. Enter service logs into the electronic Medicaid billing platform based on students' IEPs.
17. Participate actively in formal supervisory sessions as scheduled by the professional supervisor.

Working Environment:

1. The employee is frequently required to stand, walk, and sit.
2. The employee is regularly required to see, talk, and hear.
3. The employee regularly uses significant finger dexterity
4. The employee is required to use computers, computer accessories, telephone, copier, FAX machine, and other such equipment.
5. The employee is regularly required to reach with hands and arms; stoop, kneel, or crouch.
6. Employee must occasionally move equipment and/or supplies.
7. The employee must occasionally lift, carry, move and/or restrain school age students.
8. The job is performed for the most part in a school setting with occasional outside weather conditions. The noise level is that of a typical school. Employee may be exposed to cleaning fluids.
9. The employee is required to work with school staff, students, and parents.
10. The employee is regularly required to handle stressful situations and resolve conflicts.

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be constructed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and

requirements of the job change. Position is subject to Monroe School District policy, rules, and regulations.

The Monroe School District is an Equal Opportunity Employer. The Monroe School District does not discriminate on the basis of age, sex, gender identity, race, religion, national origin, or disability.

Board Approved: 6/7/2021