

## Job Description

**Title:** Alternate Curriculum Program Special Educational Paraprofessional

**Reports to:** Building Principal and/or Principal's designee

**General Summary:** Assists the certified teacher and provides instructional support to students with disabilities.

### **Essential Functions:**

1. Supports certified personnel by assisting with the academic instruction of individual or small groups of students to reinforce and follow-up learning: including accompanying students to general education classes, lunch and other supervision. (45%)
2. Assists with implementing individual and classroom behavior management plans which may include, reinforcing social skills, documenting behavior, and maintaining on-task appropriate behavior. (10%)
3. Supervises the student in non-classroom activities, such as recess, lunch, bus boarding, and restroom breaks. (20%)
4. Assists with other classroom responsibilities: setting up learning stations, organizing and distributing materials, lunch count, attendance, etc. (10%)
5. Assists students with personal hygiene needs: toileting, diapering, feeding, button G-tube feeding, etc.. Places, lifts and positions students in standers or walkers as directed. (13%)
6. In accordance with Nebraska Department of Education Regulations, administers medication to students as directed. (1%)
7. Able to react to change productively and handle other essential tasks as assigned. (1%)

### **Qualifications:**

1. Education Level: High School diploma or equivalent
2. Certification or Licensure
3. Experience desired: Experience working with children desired.
4. Other requirements:
  - \*Ability to maintain confidentiality.
  - \*Ability to anticipate student needs and respond accordingly.
  - \*Good English usage, grammar, spelling, and punctuation skills.
  - \*Ability to perform basic math calculations helpful
  - \*Ability to operate basic classroom and office equipment: copier, DVD player, etc.
  - \*Ability to operate personal computer and related software.
  - \*Ability to relate to children in a warm and accepting manner.
  - \*Ability to establish and maintain cooperative working relationships with others.

<b>Special Requirements:</b>				
		Occasional	Frequent	Constant
		<u>0 - 32%</u>	<u>33 - 66%</u>	<u>67% +</u>
1.	Standing		x	
2.	Walking		x	
3.	Sitting	x		
4.	Lifting 20-50 lbs. max.		x	
5.	Carrying		x	
6.	Pushing / Pulling		x	
7.	Climbing / Balancing	x		
8.	Stooping / Kneeling / Crouching Crawling		x	
9.	Reaching / Handling		x	
10.	Speaking / Hearing			x
11.	Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_