

## Job Description

**Title:**Level I-II SpEd Educational Paraprofessional

**Reports to:** Building Principal

**General Summary:** Assists certified personnel in the academic instruction of special needs children.

### 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 activity. Monitors and maintains student behavior (75%).
- 2.Assists the certified teacher by preparing instructional materials, grading papers, making copies, keeping records, or performing other duties as needed (15%).
- 3.Assists with lunchroom or playground duty as needed (10%).
- 4.Able to react to change productively and handle other essential tasks as assigned.

### Qualifications:

1.Education Level: High School Diploma or equivalent

2.Certification or Licensure:

3.Experience desired: Experience working with special needs children desired

4.Other requirements: \*Ability to relate to children in a warm and accepting manner

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\*Typing skills of 45-55 wpm (for jobs requiring typing)

\*Ability to establish and maintain cooperative working relationships with staff and others.

**Special Requirements:**

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

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.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Millard Public Schools Revised: August, 1994

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