



## **Rockford Area Schools Job Description**

# **Special Education Paraprofessional**

### **General Definition of Work**

Performs intermediate human support work supporting student towards the IEP goals in the area of academics, behavior, socialization and function, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Essential Functions**

Provides classroom support by working one-on-one with students under the supervision of a classroom teacher; modifies classwork per individual student needs.

Assists students with personal care activities (toileting/dressing) as needed.

Supervises and assists students during transitions, large and small group activities, lunches and unstructured play time; supervises hallways and lunches as required.

Responds to physical behavior and redirects it in a safe manner.

Assists in the collection of student data; collects data for IEP goals and PCA third party billing.

Performs administrative tasks such as word processing and filing as necessary.

Assists with students with physical therapy exercises with required.

Serves as a communication link between students and classroom teachers, parents and case managers where appropriate.

### **Knowledge, Skills and Abilities**

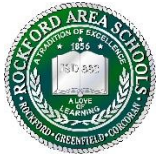
Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; some knowledge of sign language; general knowledge of behavior charts; thorough knowledge of IEP charting; ability to use stability belt and wheel chair, thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

### **Education and Experience**

High school diploma or GED with coursework in paraprofessional assessment, or related field, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires standing and speaking or hearing, frequently requires walking, using hands to finger, handle or feel and stooping, kneeling, crouching or crawling and occasionally requires sitting, climbing or balancing, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).



## Rockford Area Schools Job Description

### **Special Requirements**

CPI Training

PCA Training

CPR and First Aid Training