

TITLE: Special Education Paraprofessional Resource Room

QUALIFICATIONS:

1. Demonstrated aptitude for the work to be performed.
2. High school diploma or equivalent.
3. Skilled technology requirements. Experience with Microsoft Office Products, especially Word and Excel.
4. Ability to lift 50 pounds.
5. Such alternatives to the above qualifications as the Special Education staff may find appropriate and acceptable.

REPORTS TO: Principal (for contract supervision) and
Special Education Teacher (for job description supervision)

JOB GOAL: Provide the student necessary assistance so that the individual can be provided an environment in which that individual can take full advantage of the instructional program and available resources.

PERFORMANCE RESPONSIBILITIES

1. AIMSweb/Technology
 - a) Skilled Technology Requirements.
 - b) AIMSweb management and data entry.
 - c) AIMSweb graphing in the areas of reading, writing, and math. The students that are being monitored are in Special Education, RTI, and Pre-Algebra classes.
 - d) Attend Student Assistance Team meeting to review data.
 - e) Mail home grade reports to parents who do not have internet access as requested.
2. Resource Room Supervision and Behavior Management Support
 - a) Log students in and out of the Resource Room.
 - b) Assist and deliver accommodations from students IEP.
 - c) Keep Special Education teachers informed of student progress on academic goals.
 - d) Assist with record keeping.
 - e) Manage student behavior in order to maintain an effect learning environment.
 - f) Coordinate work assignments with classroom teachers for students assigned to the Resource Room.
 - g) Assist case managers with record keeping and distributing student progress on their goals to parents.
3. Academic Support
 - a) Administers weekly reading probes to monitor student progress.
 - b) Conducts survey level assessments at the beginning of the school year.
 - c) Administer Curriculum Based Measures for reading, writing, and math to determine class placement.
 - d) Prepare math application probes for Pre-Algebra classes.
 - e) Design and implement appropriate reading interventions for students in the mainstream and in special education.
 - f) Maintain intervention data.
 - g) Coordinate with teachers, counselors, and students to determine intervention schedule at the beginning of every term.
 - h) Return tests to appropriate teacher.
 - i) Evaluate and adjust interventions to insure maximum effectiveness.
4. Ancillary Duties
 - a) Monitor hallways as time permits.
 - b) Monitor classrooms for teachers as needed.
5. Maintain confidentiality as per mandate data privacy laws.
6. Other duties as assigned.

TERMS OF EMPLOYMENT: Will be determined by the needs of the individual student. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.