

TITLE: Special Education Paraprofessional / Tutoring Center (HS)

QUALIFICATIONS:

1. Demonstrated aptitude for the work to be performed.
2. High school diploma or equivalent. Ability to lift 50 pounds.
3. Experience with Microsoft Office Products, especially Word and Excel.
4. 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 FOR SPECIAL EDUCATIONAL PARAPROFESSIONAL:

1. Provide assistance to the special education teacher in implementing required special education processes.
2. Provide assistance to the special education teacher in implementing consultation.
3. Provide assistance to the special education teacher in implementing assessment tasks.
4. Provide assistance to the special education teacher in implementing instructional system processes including effective inter-personal skills.
5. Provide assistance to the special education teacher in implementing instructional requirements and other provisions of students' Individual Education Plans.
6. Maintain confidentiality as per mandated data privacy laws.
7. Completion of other tasks as directed by the principal or supervising teacher.

PERFORMANCE RESPONSIBILITIES FOR TUTORING CENTER POSITION:

1. Provide assistance to students in implementing organizational skills, work completion, and time management.
2. Provide assistance to students on their homework as needed or requested.
3. Provide assistance and collect information from counselors and teaching staff to assist students in their work completion and make up work.
4. Provide assistance and communication for parent questions and requests regarding their student's success and implementing them.
5. Provide assistance to High School staff in completing missing work after school hours when needed.
6. Knowledge of student database system (Skyward), both family access and student access programs.
7. Completion of other tasks as directed by the principal or supervising teacher.

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.