

NENANA CITY SCHOOL DISTRICT

P.O. Box 10
Nenana AK 99760

Telephone: 907.832.5464
Website: <http://nenanasd.org>

Special Education Paraprofessional

REPORTS TO: Special Education Director; Building Principal (Site Supervisor); Supervising Teacher(s)

DATE of DESCRIPTION: June 4, 2007

DEPARTMENT: Nenana School

JOB CLASSIFICATION: Grade I

SKILL CLASSIFICATION: Paraprofessional

NATURE AND SCOPE OF JOB:

To implement on a daily basis all assistance toward supporting the Individual Education Plan of identified student(s) under the direction of the regular classroom teacher and the special education teacher. To provide overall building support and supervision of students as assigned.

ESSENTIAL FUNCTIONS:

1. Demonstrate consistent punctuality and regular attendance.
2. Demonstrate appropriate safety precautions.
3. Adhere to local, state, federal and other regulatory agencies, standards, codes and laws.
4. Adhere to established district and school policies and procedures.
5. Attend staff meetings as required.
6. Work cooperatively with other district employees, the general public, and students.
7. Demonstrate accuracy and thoroughness; monitor own work to ensure quality.
8. Provide for the Health and Safety of all students (K-12)
9. Assist in implementation of the Individual Education plan for identified student(s) and lessons in all academic areas as directed/prepared by the classroom teacher or special education teacher in individual, cooperative, small and large group settings.
10. Facilitate the supervision and classroom management identified IEP student(s) or all students as directed by the classroom teacher or the special education teacher.
11. Assist teachers in preparation of materials and equipment for use in instruction.
12. Maintain confidentiality of all information concerning students, staff, parents or guardians.
13. Demonstrate consistent use of positive verbal and non-verbal communication skills and interpersonal relations when working with students, parents/guardians, and all district personnel.
14. Assist in grading of routine student work.
15. Prepare materials needed for classroom lessons, student use or by teacher request: locate, research, duplicate/copy, construct, file, laminate, type, design, cut, glue, draw, color and organize instructional materials.
16. Intervene with students in crisis/emergency situations.
17. Demonstrate initiative by seeking appropriate additional tasks when assigned work is completed.
Ex: Working with students on academic or behavioral needs even when not specifically directed by the supervising teacher.
18. Communicate with parents regarding student progress as needed.
19. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Knowledge, Skills and Mental Abilities

1. Knowledge of child growth and development
2. Knowledge of the teaching-learning process.
3. Knowledge of lesson implementation and presentation
4. Knowledge of classroom management techniques
5. Demonstrated positive speech skills (enunciation and clarity)
6. Ability to think clearly and calculate accurately
7. Ability to work with people of various personality types (Flexibility)
8. Possess and demonstrate sound emotional judgement
9. Ability to follow and successfully complete written and oral directions

EDUCATION, LICENSE, CERTIFICATION OF FORMAL TRAINING:

1. AA degree, two years of college or equivalent
2. Meet criteria of "Highly Qualified" per NCLB (No Child Left Behind) legislation.
3. Pass State of Alaska background check at own expense (fingerprint check)
4. Valid First Aid qualification preferred. Must obtain as a condition of employment.

EQUIPMENT USED:

Computer
Copier
Fax Machine
Overhead Projector
Paper Cutter
Audio/Visual Equipment (DVD player, television, VCR, etc.)

PHYSICAL DEMANDS:

1. Finger strength required to type effectively on a computer keyboard
2. Finger, hand and arm strength necessary to write on paper, whiteboard, overhead projector sheets, etc. throughout the workday.
3. Visual acuity and stamina to work at a computer monitor
4. Lower body strength to kneel, stand, and walk throughout the workday.
5. Upper body strength to correctly lift up to 25 pounds and carry more than 50 feet.
6. Verbal stamina to articulate clearly and with appropriate volume throughout the workday.
7. Auditory discrimination sufficient to receive detailed information through normal speech at 5 feet and warning cries or alarms above normal classroom and playground noise.

ENVIRONMENTAL DEMANDS:

1. Regular exposure to weather extremes.
2. Occasional exposure to loud noises.

-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS POSITION-