

VALDEZ CITY SCHOOL DISTRICT

TITLE: Special Education Paraprofessional / Aide

REQUIRED QUALIFICATIONS:

- Must meet definition of Federally Qualified Aide.
- Demonstrated skills of patience, empathy, caring and compassion.
- Strong written and oral communication skills.

PREFERRED QUALIFICATIONS:

- Experience using computers.

REPORTS TO:

- Special Education teacher

JOB GOAL:

- To work closely with special needs pupils on a regular basis in an effort to provide them with the academic and emotional support and provide physical help they need to gain full benefit from the District's special education program.

PERFORMANCE RESPONSIBILITIES:

- Assists the student(s) to whom assigned in such physical tasks as putting on and taking off of outerwear, moving from room to room, and using the lavatory.
- Performs simple errands and tasks for student(s), such as sharpening pencils, carrying lunch trays, and the like.
- Under supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher.
- Accompanies the student(s) to whom assigned when trips to the office or other areas of the school are necessary.
- Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement.
- Serves as a resource person, if and when requested, to the Individual Education Plan Team, conferring about one of the students to whom assigned.
- Under the direction of the Special Education teacher, adapts classroom materials to meet the needs of assigned students

- Performs other duties as assigned.

TERMS OF EMPLOYMENT:

- Classified position – working on all student contact days.
- Professional development days when identified by Building Administrator and/or Special Education Director.
- Grade Level B.
- Salary and benefits established yearly by the School Board of Education.

EVALUATION:

- Position shall be evaluated no later than May 30th of each year, by the Building Administrator with input from the Special Education teacher and the Director of Special Education.

Revised 11.7.08