

PARAPROFESSIONAL
JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP

PURPOSE: To provide academic and functional assistance to students with disabilities as directed by a teacher in one-to-one or small group settings; performs clerical work as assigned by a teacher.

PERFORMANCE RESPONSIBILITIES:

1. With direct supervision from a teacher, provides assistance in implementing plans and programs related to the academic or functional skill attainment for students with mental, physical, and/or emotional learning challenges.
2. Provides academic and physical assistance to students with disabilities as directed in one-to-one or in small group settings.
3. Assists teachers with academic instruction and implementing students' Individual Education Program (IEP).
4. Lifts, carries, positions, and physically transfers students as needed.
5. Provides clerical support to teachers and other professional staff.
6. Provides research-based behavioral interventions and supervision as directed by administration and teaching staff.
7. Assist in implementing the lesson plan.
8. Assists the teacher in rewriting the materials to meet academic levels of a student or group of students.
9. Makes student observations, collects data, and gives input to teacher as requested.
10. Assists students with the use of media equipment, augmentative communication devices and computer learning techniques.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

SPECIFICS FOR LIFE SKILLS PARAPROFESSIONALS:

In addition to the above performance responsibilities, Life Skills Paraprofessionals shall:

1. Complete and follow NCI training.
2. Provide toileting and grooming assistance to students as directed by classroom teacher.
3. Driving the Activity Bus, including picking up and returning the bus at the start and end of the school day.

Revised: March 2016