

Alternative School Paraprofessional

QUALIFICATIONS: Instructional Aides must have graduated from high school or hold a GED .
Must have the ability to learn the operation of equipment, technology.
Must pass the required paraprofessional exam.

REPORTS TO: School Principal and / or Program Directors and Teachers

SUPERVISES: Not Applicable

JOB GOAL: To assist the teacher in providing a well-organized, smoothly functioning, clean environment.

PERFORMANCE RESPONSIBILITIES:

1. Implement strategies and procedures developed by teachers to maintain safe, supportive, and inclusive learning environments.
2. Implement strategies that promote the student's independence across all relevant educational settings.
3. Keep student data current and report concerns to teacher when they arise.
5. Under the guidance and supervision of a teacher, effectively implement learning strategies, prompting procedures, and other systematic instructional procedures in school and non-school settings using a variety of instructional grouping arrangements.
4. Implement teacher-developed plans or strategies that enhance the fluency, maintenance, and generalization of academic skills.
5. Perform routine clerical duties such as preparation of instructional classroom materials; setting up student work areas; and operating office equipment, video, computer, adaptive devices, and other materials. Maintain classroom records, maintain attendance records, answer the phone.
6. Assist teachers in monitoring student progress regarding academic/cognitive development, social development, and behavior.
7. Implement teacher-developed behavior plans and techniques that adhere to the laws, regulations, and procedural safeguards (safe crisis management) concerning the management of student behaviors. Includes lifting up to 50 pounds and/or restraining students if necessary. Record data and monitor progress on behavior goals as directed by teacher.
8. Monitor and assist students in non-academic learning environments (i.e., lunchrooms, study halls, playgrounds, and buses).
9. Direct group activities of students as assigned, assist in lunchroom duties as assigned, assist in emergency drills, rec-leisure activities, assemblies, community participation as assigned.
10. Follow teacher instructions and implement team decisions.
11. Contribute relevant, objective information to teachers and other school professionals to facilitate planning, problem solving, and decision-making processes across all relevant settings.
12. Maintain confidentiality of individual students and their families, as well as all student educational records.
13. 19. Perform assigned responsibilities under the supervision of the teachers in a

professional and ethical manner established by the district, agency, state, or professional organization.

14. Assist students to and from activities, loading, unloading and/or riding the bus and assist in preparation as required.
15. Assist students by providing proper examples (positive attitude, caring attitude, good rapport with other staff members), emotional support, a friendly attitude and general guidance.
16. Provide support to the teacher and student by creating an environment that is conducive to learning. If instruction is being hindered because a student's behavior is distracting, implement guidelines given by the teacher. (Take student for a walk, take student to the bathroom, remind student how they are to behave).
17. Conference with the teacher/case manager concerning programs and materials to meet student's needs. Also, discuss with the teacher concerns that need to be shared with the parent. It is the teacher's responsibility to communicate academic/behavioral/instructional concerns with the parents.
18. May require annual training and re-certification in safe crisis management.
19. Maintain regular attendance. Report your absence to the teacher and in the absence reporting system as specified by the district.
20. Other duties as assigned by supervisor, which might include principal, program director, teacher or Superintendent.

TERMS OF EMPLOYMENT: Salary and work day to be determined by the Board.

Pay Scale: Special Education Paraprofessional

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.