

Gateway School District
Position Description

Position Title: PARAPROFESSIONAL
Location: Gateway Schools (as designated)
Reports To: Building Principal(s)
Term: 10-month, (Follows Student Calendar- Para's only work when the students are in school)

Minimum Qualifications:

- Graduation from high school or GED
- Experience and knowledge in working with children
- Working knowledge of current legal practices, policies and laws preferred
- Ability to deal effectively and courteously with associates, students and the general public
- Clearances: Current Child Abuse (Act 151), Criminal Record (Act 34), and FBI (Act 114) required
- Must have and maintain certificate in CPR and First Aid
- Must maintain the Highly Qualified Status as described by the Pennsylvania Department of Education (Complete at least 20 hours of staff development each year)
- Effective July 1, 2010, instructional paraprofessionals shall meet one of the following qualifications:
 1. Have completed at least two years of postsecondary study
 2. Possess an associate degree or higher
 3. Meet a rigorous standard of quality as demonstrated through a state or local assessment.
- Preferred certifications/ trainings: Registered Behavior Technician (RBT); Quality Behavioral Solutions (QBS); Applied Behavior Analysis (ABA) Autism Initiative

Position Description:

An instructional paraprofessional is a school employee who works under the direction of a certificated staff member to support and assist in providing instructional programs and services to children with disabilities or eligible young children. The support and assistance includes one-on-one or group review of material taught by certificated staff, classroom management and implementation of positive behavior support plans. Services may be provided in a special education class, regular education class or other instructional setting as provided in the student's IEP.

Job Goal:

To assist the teacher in achieving objectives by working with individual students or small groups to help them achieve the skill levels and goals stated in student IEP's.

Job Duties:

1. Meets and discharges children at the bus/van
2. Aids children in hygiene, feeding and bathroom needs, as needed (may include changing soiled clothes, diapers and or pull-ups)
3. Checks planners, notebooks, student folders, reads and supervises student tests, as assigned by teachers
4. Under supervision of certified teacher, prepares for classroom activities

5. Assists students with interpersonal interactions in the classroom and non structured setting such as the cafeteria or playground
6. Collects approved money charges such as milk and lunch money
7. Helps teacher by instructing children in achieving goals as defined by the teacher
8. Prepares work materials such as: photo copying, art materials, bulletin boards, as directed by the teacher
9. Issues appropriate materials to the children
10. Maintains organization of classroom environment/ materials of the classroom
11. Assists teacher with record-keeping (data collection), checking student work, inventory
12. Assumes responsibility for the supervision of students in carrying on existing programs during any temporary absence of the teacher
13. Secures instructional materials from appropriate sources and distributes, organizes or stores, as directed
14. Assists students with physical disabilities, as appropriate
15. Lifts students, as needed, to position or reposition
16. Carries out specific teacher-prescribed instructional services as delegated by the teacher as a remediation technique
17. Assists students in use of classroom technology and assistive technology.
18. Performs curriculum based assessment (CBM) under the direction and supervision of the teacher
19. Alerts the regular or special education teacher to any problems or special information about an individual student
20. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified professional employees
21. Participates in in-service training, as assigned
22. Implements assessment, programming, positive behavior support plans and data collection procedures based on Applied Behavior Analysis (ABA) under teacher supervision/direction
23. To carry out out any other additional duties as directed by the Special Education dept/teacher/principal
24. Follow schedule developed by principal/teacher in building/ classroom

Supervisory Responsibilities:

None

Other Responsibilities:

Paraprofessionals may be assigned to work with non-special education students in their buildings, as needed.

Language Skills and Other Abilities:

*Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

*Ability to develop effective working relationships with students, staff and the school community.

*Patience in dealing with staff and students.

*Ability to perform duties with awareness of all district requirements and Board of Education Policies.

Technology Skills:

*Demonstrate ability to use PC or MAC-based computers, access emails, IPAD's, Chromebooks and programs used, such as Windows, Microsoft Office, Google classroom, spreadsheets, and database, if needed.

*Knowledge in use of television/DVD/Apple TV, digital camera, video camera, retrieving information from the internet, etc.

*Knowledge about ACCESS billing

Mathematical Skills:

*Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

*Must have the ability to compute rate, ratios, and percent.

Physical Demands:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*While performing the duties of this job, the employee is regularly required to stand, walk, and sit (possibly on the floor).

*The employee is frequently required to stoop, kneel or crouch. The employee occasionally is required to lift and/or push up to 25 lbs.

*The employee may also occasionally need to run.

*Specific vision abilities required for this job include close vision, distance vision and depth vision perception.

*Good hearing abilities required.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Updated June 18, 2020