

SPECIAL EDUCATION PARAPROFESSIONAL
Ketchikan Gateway Borough School District
Ketchikan, Alaska

QUALIFICATIONS:

1. High School diploma required.
2. Must be able to deal effectively with students, parents and general public.

REPORTS TO:

Principal and/or Assistant Principal

SUPERVISES:

None

JOB GOAL:

To assist and support the professional staff in a variety of instructional and related school activities.

PERFORMANCE RESPONSIBILITIES:

1. Maintains the same high level of ethical behavior that is expected of certified staff.
2. Maintains confidentiality of information about students and staff.
3. Assists, as assigned, in areas of instruction including, but not limited to, academics, fine arts, physical education, and vocational programming.
4. Supervises teacher-planned activities.
5. Assists students with make-up work.
6. Assists students individually and in small groups with seatwork and other assignments.
7. Assists students with group projects.
8. Assists with practice of dramas or presentations.
9. Assists substitute teachers by providing necessary information on classroom routine and special student needs in the regular teacher's absence.
10. Operates audio-visual equipment and computers as needed for instructional purposes.
11. Assists with class record keeping such as attendance, lunch money, grades.
12. Assists in the preparation of instructional materials, learning centers, displays, and bulletin boards.
13. Ability to assist in supervision of students at restrooms, in cafeteria, on playground as directed by teacher and/or principal.

14. Escorts students on trips outside the classroom under the direction of the teacher.
15. Escorts students to regular classroom activities, therapy sessions, lunchroom, restroom, buses, etc.
16. Assists in the emergency evacuation or protection of students as assigned.
17. Assists in toileting, feeding, locomotion, and personal hygiene needs of students as needed.
18. Assists with classroom organization and management.
19. Models appropriate interaction skills, social skills, and conflict management in the school environment.
20. Assists with classroom organization and management.
21. Observes and records student behavior as directed.
22. Assists students with adaptive behavior as directed.
23. Assists with clerical duties.
24. Participates in pre-service and inservice training programs.
25. Performs other duties as assigned by principal or teacher.

APPROVED BY _____ DATE _____