

Box Elder School District Job Description

Classified Employee: Special Education Occupational Para-Professional

JOB SUMMARY:

Under the direction of the Special Education Director and the Therapist the para-professional is responsible for assisting during the school day. A para-professional is responsible for working with students with disabilities in the mild/moderate, functional skills or the emotionally disturbed program. Students with disabilities required specialized instructional accommodations which will be supported by the special education para-professional.

The following breakdown specifies expectations that administration and special education teachers have for para-professionals.

WORK HABITS:

- ❖ Report on time and comply with the use and expectation of using the TimeForce system
 - You are to clock in by _____ and clock out by _____. Lunch is _____ minutes per day duty free.
- ❖ Prepares for assigned lessons/activities
- ❖ Must clock in and out on-time. Must report ALL absences and acquire your own sub for absences when necessary. We hope that out of professional courtesy you also notify the teacher/s you are assigned to that you will be absent on a specific day.
- ❖ Follows Box Elder School District policies and procedures as well as how those policies are carried out within the school and classroom to which you are assigned.
- ❖ All other work habits specific to your classroom/program to which you are assigned:

WORK PERFORMANCE:

- ❖ Observes closely the techniques used by the teacher/therapist, and follows through using these techniques when working with the group.
- ❖ Begins session/programs with students on time.
- ❖ Stays within the daily time schedule/s.
- ❖ Carries out daily tasks without waiting to be told.
- ❖ Performs daily routine without supervision, using the appropriate motor skills activities as outlined by Therapist
- ❖ Accepts criticism and suggestions without being upset or negative.
- ❖ Coordinates scheduling of students with school/staff
- ❖ Other work performance issues specific to the class/program to which you are assigned:

- ❖ Will perform any function the therapist requests as it pertains to the therapy program or students' IEP goals, such as medical needs, assisting with equipment, entering data, etc...
- ❖ Accepts criticism and suggestions without being upset or negative.
- ❖ Other work performance issues specific to the class/program to which you are assigned: _____

PERSONAL RELATIONS:

- ❖ Will maintain appropriate teacher/student relationships as defined by school district policy and directed and observed by therapist.
- ❖ Shows initiative
- ❖ Demonstrates a cooperative attitude with co-workers
- ❖ Practices self-control with students and parents
- ❖ Strictly maintains confidentiality of students and classroom.
- ❖ When a concern arises it will be addressed first through the therapist, then either the secondary or elementary technical assistant, then the school principal/assistant principals, and finally the special education director.
- ❖ Other personal relations specific to the school and classroom/program:

I understand my job responsibilities and expectations. My signature indicates that the job responsibilities and expectations have been explained and reviewed with my supervising therapist/administrator and I have received a copy.

 Para-Professional

 Date

 Therapist

 Date

 Technical Assistant

 Date

 Administrator

 Date