

# Box Elder School District

## Job Description

Classified Employee: Special Education Para-Professional

### JOB SUMMARY:

Under the direction of the School Principal and the Special Education teacher the para-professional is responsible for assisting the teacher 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 contracted for \_\_\_\_\_ hours per day/week, (circle either day or week)
- ❖ Prepares for assigned lessons/activities
- ❖ Must arrange and acquire your own sub for absences. The building secretary has a list of substitutes to call. 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:

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### WORK PERFORMANCE:

- ❖ Will implement appropriate instructional methods as modeled by the special education teacher, as well as data collection and following through using these techniques when working with a group or an individual.
- ❖ Will follow directives of the teacher as it pertains to managing and implementing appropriate procedures of aggressive behaviors as well as non-aggressive behaviors students display.
- ❖ Without prompt or assistance para-professional will aid students in self-help and self-care activities. These include, but are not limited to toileting, dressing, diapering, and grooming.
- ❖ 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.
- ❖ Will perform any function the teacher requests as it pertains to the classroom or the school such as using the computer to enter data, preparing bulletin boards, assisting with students medical needs, etc....
- ❖ Accepts criticism and suggestions without being upset or negative.
- ❖ Other work performance issues specific to the class/program to which you are assigned:

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PERSONAL RELATIONS:

- ❖ Will maintain appropriate teacher/student relationships as defined by school district policy and directed and observed by special education teacher.
- ❖ 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 special education teacher, 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:

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

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Para-Professional

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Date

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Teacher

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Date

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Technical Assistant

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Date

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Principal

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Date