

**Mountain Home Public Schools**  
**Job Description**

Paraprofessional, Special Education

Department: Assigned Building

Reports To: Assigned teacher; Principal

**1. Summary**

Works under the supervision of the teacher and assists in the special education students daily training program.

**2. Essential Duties and Responsibilities**

- Implements IEP goals under the direction of the special education teacher, including implementation of instructional program as assigned.
- Assists teacher in routine classroom operation.
- Implements/follows teachers' instructions regarding classroom procedures.
- Prepares planned instructional materials, attendance reports and class reports as assigned.
- Assists in developing and maintaining special education records.
- Assists instructional staff in the supervision of students while they are loading and unloading buses, going to special classes, in the cafeteria, on the playground, etc. and in the classroom in the absence of the teacher.
- Assists with behavior management programs and techniques.
- Understands and assists in meeting medical needs of students.
- Feeds or helps students feed themselves, if necessary.
- Assists students with toileting and other personal hygiene functions, if necessary.
- Assists with sanitation of room and equipment.
- Lifts or assists with lifting students with physical disabilities, if necessary.
- Maintains confidentiality and observes professional ethics.
- Other duties as may be assigned.

**3. Supervisory Responsibilities**

- Supervises students when the teacher is not present.

**4 Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed in Sections 4.1–4.6 are representative of the minimum amount of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### 4.1 Education and Experience

- High school diploma.
- Experience with disabled children is preferred.

#### 4.2 Certificates, Licenses, Registrations

- Passing the Paraprofessional Assessment or earning 60 college hours

#### 4.3 Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students other employees of the organization.

#### 4.4 Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### 4.5 Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Other Skills and Abilities** Ability to work with disabled children. Ability to interact with public and other staff is required. The ability to tell where sound is coming from is essential in this job. Ability to meet multiple demands from several people. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

#### 5. 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 talk or hear. The employee frequently is required to use

hands to handle or feel objects, tools, or controls and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift up to 50 lbs. and push or pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The position is exposed to infection and injury at a greater risk than the average person.

#### 6. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate.

#### 7. Disclaimer

The information contained in this job description complies with the Americans 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.

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