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**TITLE:** Special Education Paraprofessional/Assistant

**QUALIFICATIONS:** High School Diploma or General Education Degree (GED) required.

**REPORTS TO:** Special Education Director, Building Principal, Special Education Teacher

**JOB GOAL:** Perform responsible human support and paraprofessional work assisting classroom teachers or other professionals to achieve instructional objectives; assisting students with disabilities with achieving established goals and with personal care and mobility.

**ESSENTIAL FUNCTIONS:**

- Assist classroom teacher in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives.
- Work with individuals, small groups, or large groups as assigned teacher.
- Assist with behavior modification as assigned by teacher.
- Lift, move, and operate adaptive equipment.
- Assist students with personal care tasks, including but not limited to, lavatory, clothing, hygiene, diapering, toileting, and wash-up routines.
- Escort students as assigned by teacher or administrator.
- Assist students with mobility needs such as, lifting and positioning students, lifting in and out of wheelchairs; loading and unloading on the bus; transporting students in and around the school and on field trips.
- Monitor students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment
- Provide programmed practice activities and repetitions as developed by teacher, therapist or pathologist.
- Report student concerns directly and expeditiously to teacher and assist with student resolution.
- Assist with breakfast, lunch, snack, including clean-up.
- Maintain various records and files.
- Perform related work as required.

**EXPERIENCE:**

- Some experience working with students with disabilities, preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the practices, methods and techniques used in the teaching of special education population; ability to maintain files and information; skill in the use of classroom and instructional equipment; ability to operate audio visual, standard office, word and data processing equipment; ability to operate adaptive equipment; ability to establish and maintain effective working relationships with teachers, parents, students, and administrators.

**Telephone #: (662) 827-2276 Fax #: (662) 827-5261**

**SALARY:** District Salary Schedule

**DAYS PER YEAR:** 180 Days

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