

Litchfield School District - SAU 27

POSITION TITLE: PROGRAM PARAPROFESSIONAL	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>7/6/05</i>
General Purpose:	To assist the teacher in achieving learning objectives by working with individual students or small groups to help them achieve appropriate levels of instruction.
Reports to:	Case Manager and Building Administrator
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Work with assigned student(s) within the classroom environment or other environments within the school setting to assist in completion of individual lessons and implement goals and objectives of the IEP/504 plans.
2. Provide individual and/or small group instruction as determined by the classroom or special education teacher.
3. Collect student data as determined by the supervising teacher.
4. Schedule time as appropriate in each student's class in accordance with the classroom teacher in order to model lessons and monitor student performance.
5. Participate in scheduled planning meetings, as requested.
6. When necessary, assist students in such physical tasks as moving from room to room, using the lavatory, and performing life skills (e.g. brushing teeth, washing hands, etc.). These tasks may include lifting.
7. Recognize that student progress and records are confidential and must be discussed only with appropriate school personnel.
8. Recognize that all communication with parents and other third parties regarding students shall not be the responsibility of the assistant and shall be conducted only by the professional staff.
9. Assist teacher(s) in maintaining appropriate classroom behavior or monitoring specific behavior management plans.
10. Accompany the students on field trips or to job sites, including weeklong and overnight field trips.
11. Assist with the supervision of students during emergency drills, assemblies, and play periods.
12. Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.
13. Participate in in-service programs, as assigned.
14. Assists the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
15. Work cooperatively with classroom teachers in assisting them in meeting the needs of children eligible for special education within the mainstreamed regular education environment.
16. Assists the teachers in construction of learning materials for use by special needs students.
17. Performs any other duties and responsibilities as assigned by the Building Administrator.

All other responsibilities as assigned by supervision.

Evaluation: Evaluation will be completed by the Case Manager and Building Administrator prior to May 31st. Evaluation will be based on professional performance and effectiveness in carrying out the responsibilities of the position as defined.

TERMS OF EMPLOYMENT:

At-will; non exempt

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree or equivalent

Necessary Knowledge, Skills and Abilities:

1. Knowledge of general concepts of child growth and development
2. Knowledge of specific subject area content as required in the job assignment
3. Ability to understand and carry out oral and written instruction
4. Ability to maintain cooperative working relationships with students and staff

LICENSURE AND CERTIFICATION REQUIREMENTS:

NH Para-educator certification preferred.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Occasionally required
4. Fingering:	Frequently Required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

Other Physical Consideration:

