

**TITLE:** Special Education Paraprofessional  
**QUALIFICATIONS:** High School Diploma  
**SUPERVISOR/REPORT TO:** Special Education Director

**DUTIES AND RESPONSIBILITIES:**

1. Follow an Individual Education Plan (IEP) schedule for identified students as set up by the special education teacher, related services providers, and the regular education teachers, in a manner that will not be disruptive to the daily assignments of the student. Those students being instructed must include students identified through the complete evaluation process.
2. Responsible for discipline while students are under his/her supervision. Any discipline that cannot be handled by the Special Education Paraprofessional will be reported to the appropriate supervisor.
3. Conferences with the special education teacher and/or the regular education teachers will be held as needed. Curriculum and supplemental materials will be used that allow the identified students to benefit from their education to progress toward their individual goals.
4. Records and reports are to be kept and finalized as required by supervisors. Special Education personnel are to report to the Special Education Director unless otherwise notified.
5. Although a degree in elementary education is not required in this position, the Special Education Paraprofessional must be capable of providing the instruction necessary to meet the needs of the students as established by their IEPs.
6. Proficient in Microsoft Office and use up-to-date technology to support instruction; including promethean board use and other electronic devices for assessment and content.
7. Duties as assigned.

Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

It is understood that all situations cannot be covered in this job description. The best interests of the school, the students, and the staff will be considered in all circumstances and handled by the administration quickly and fairly. Each situation is different and will be handled on an individual basis.