

Waseca Public Schools District 829 Job Description

Job Title: In School Suspension (ISS) and Tutoring Paraprofessional Educational Assistant

Reports to: Site Principal

Job Ranking: B21 (1625)

Bargaining Unit: Paraprofessionals International Union of Operating Engineers Local 70

Job Goal: The Paraprofessional assists general education teachers in keeping students on task, monitors and/or reinforces positive behavior, organizes instructional materials which address objectives on the educational plan, assists students in maintaining good personal hygiene, escorts students to and from various places, records student progress in meeting objectives, assists with implementation of behavior management programs, and helps to maintain an orderly classroom.

Revised: September 23, 2014

JOB RESPONSIBILITIES

Essential Duties

1. Assist the teacher in keeping students on task using positive reinforcement during large group and/or individual activities; carry out instructional activities as directed by the IEP and the classroom teacher.
2. Monitor, observe, reinforce, and/or redirect student behavior during **breakfast**, snack time, lunch, playtime, recess, riding the bus, field trips, and when escorting students to various school and community environments.
3. Assist students in transitioning to the regular classroom setting by helping them with classroom activities and reinforcing appropriate behavior **and social skills**.
4. Organize instructional material **provided by the teacher** which address specific objectives on the educational plan as guided and directed by the teacher.
5. Meet and confer with teacher and service providers.
6. Foster independent functioning of the student to the maximum extent possible.
7. Establish positive relationships with staff and school community.
8. Move with student from classroom to classroom and escort to/from the bus if required.
9. Complete responsibilities in a timely manner.

10. Maintain confidentiality and professionalism in school and community.
11. Ensure attendance **(at least 95%)**, punctuality and dress are appropriate.
12. **Participate in district provided staff development opportunities.**
13. **Other Duties as Assigned (ex. crossing guard, paperwork, etc.)**

ISS and Tutoring Paraprofessional Specific Duties

1. Responsible for the supervision of students placed on in-school suspension.
2. Assist students on a one-on-one tutoring basis with various instructional activities, including computers, art projects, reading, mathematics, alphabet skills, writing and spelling; provide students with various instructional drills and exercises.
3. Complete certification in the crisis intervention program provided by the District.
4. Provide for small group instruction, in conjunction with teacher-prepared lesson plans.
5. Supervise on-line classes.
6. Work with students with behavioral issues, with replacing unacceptable behavior with acceptable behavior; provide for alternatives
7. Administer make-up tests and lessons to students.
8. Utilize technology and media to enhance student learning.
9. Assist teachers with student assessment.

QUALIFICATIONS, TRAINING AND EXPERIENCE

1. AS, AA or the equivalent of two (2) years of postsecondary education (60 semester credits) or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
2. No licensing required.
3. Knowledge of: various disabilities and special needs conditions; tutoring principles; child development principles; and behavior management principles.
4. Skilled in: tutoring children with various conditions; one-on-one and group supervision; and assisting children and teachers with various tasks.
5. Possess communication and interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
6. Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS

1. Positions in the class typically require: stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and seeing.
2. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
3. Some positions may require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.