



<b>POSITION TITLE:</b>
<b>Paraprofessional</b>
<b>TERM OF EMPLOYMENT:</b>
1.) Wages <ul style="list-style-type: none"><li>• \$15.50 hour w/ High School Diploma or equivalent, and Competency</li><li>• \$16.50 hour w/ Associate's or Bachelor's Degree</li></ul> 2.) 186 School Days 3.) Personal Days (3) Not to be carried over to next year
<b>QUALIFICATIONS:</b>
Special education paraprofessionals must meet Pennsylvania's regulatory requirements contained in 22 Pa. Code §14.105 and 711.5(d) which include the following: <ul style="list-style-type: none"><li>• Meet a rigorous standard of quality as demonstrated through a State or Local assessment with High School Diploma</li><li>• Or possess an associate degree or higher</li></ul>
<b>REPORTS TO:</b>
Supervisor of Special Education
<b>SUPERVISORY RESPONSIBILITIES:</b>
None
<b>1. Performance of Assigned Tasks:</b>
Facilitate the inclusion of students in typical classrooms and other settings
Accompanying students on school buses or other vehicles (as necessary)
Assisting students to use equipment; assisting students to use and maintain

augmentative communications devices; provide range of motion and other exercises; and assisting student to ambulate; position and transfer (as per identified need of student)
Assisting with daily living skills such as eating, grooming, toileting, etc.
Monitor the incidence and prevalence of designated health problems or medical conditions as necessary
Hands-on assistance, cueing, or supervision of medical/ mental health-related services under the direct (on-site) supervision of the professional nurse
Assist in the preparation of instructional materials/ displays as per classroom teacher/ secretary/ building principal
Assist in maintaining a neat, orderly and safe learning environment
Maintain CPR and First Aid Certification (if applicable)
Complete school-based access billing (if applicable)
<b>2. Student Assessment / Data Collection:</b>
Collect and record confidential data daily as assigned by the teacher / administrator.
Complete checklist/ point sheets/ graphing on student performance as assigned
Observe and document student performance per teacher request
Monitor student progress on goals and objectives accounting to the teacher direction or IEP when applicable
<b>3. Reinforcing Instruction:</b>
Provide instructional support, review of previously present skills, drill and reinforcement and instructional interventions as directed by the teacher
Utilize technology to support student learning
Provide appropriate feedback to students
<b>4. Behavior Invention:</b>
Assist in the implementation of student behavior and classroom management as per the rules/ guidelines set forth by the teacher/ principal / supervisor
Observe and intervene to redirect inappropriate behavior in all learning environments
Assist, monitor, and guide students to pay attention, participate, and complete tasks

Assist with the supervision of all students throughout the day including accompanying classroom students to other classes/ activities (e.g., library, music, recess, lunch, etc.)
Support students when in crisis using de-escalation strategies
<b>5. Professionalism:</b>
Uphold confidentiality of all privileged information and discuss any student issue with those that need to be informed
Adhere to Frazier School District Policies and Procedures
Be respectful of the classroom environment by assisting where needed and not interfered with the educational process (any discussions that need to take place with other adults during instructional time need to be taken outside of the classroom)
Establish positive and productive relationships in the educational environment with students, staff, and parents
Implement the directions given by the teacher, principal, supervisor
Demonstrate positivity and flexibility
Utilize time constructively during workday
Provide evidence of 20 hours of staff development activities related to assignment and submit copies of training certificates annually; Maintain accountability of individual training hours per each school year
Other duties as assigned

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Paraprofessional Signature: \_\_\_\_\_ Date: \_\_\_\_\_