

NORTHVILLE PUBLIC SCHOOLS
Paraprofessional Unit

Early Childhood Special Education Inclusion PARAPROFESSIONAL

JOB DESCRIPTION

QUALIFICATIONS:

Associates Degree or higher, or successful completion of the Work Keys Test
Good interpersonal skills
Ability to lift forty (40) pounds
Must possess enthusiasm, and display initiative
Good organizational skills
Experience working with handicapped children preferred
Strong computer skills and be familiar with Micro Soft Word, Excel and email technology

SUMMARY: Work with individual students under the direction of the ECSS Teacher Consultant and Classroom Teachers to provide systemic inclusion opportunities for students in the Early Childhood Programs at Main Street and Ridge Wood Elementary.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are by way of illustration and not by way of limitation:

1. Maintain confidentiality of student and school information
2. Assume an active role in supervising the assigned student/s.
3. Comply with work related requests and accept the direction of the teacher and/or building principal.
4. Assist in delivering instruction to student(s).
5. Carry out instructional plans as designated by the teacher(s) and if appropriate, students' Individual Educational Plans (IEPs).
6. Implement prescriptive educational plans as specified in the IEP.
7. Assist student(s) in developing self-help skills (toileting, feeding, dressing, etc.), interpersonal skills, communication skills, pre-vocational and vocational skills.
8. Assist the teacher(s) in preparing and developing various teaching aids, modifications to curriculum and appropriate accommodations if specified in the IEP.
9. Assist student(s) with lesson assignments to reinforce learning concepts.
10. Assist teacher(s) in maintaining a classroom management policy that fosters a safe and positive environment for all students and staff.
11. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Assist the teacher(s) in related instructional activities (e.g., field trips, special programs, assemblies, etc.) as directed.
13. Attend required meetings and in-services.
14. Travel with students to special classes as required.
15. Comply with and support school policies and procedures
16. Model non-discriminatory and anti-bullying practices in all activities.
17. Work with a Leader Dog or assistant dog.
18. Assist students with all aspects of toileting, which may include diapering, and lifting on and off the toilet, changing tables or mats.

19. Perform other duties as assigned by the teacher(s) or building administrator in accordance with school policies and procedures.

EVALUATED BY: Director of Special Services with input from the teacher(s)

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Duties performed typically in school settings include: classrooms, gymnasium, cafeteria, auditorium, and playground areas. Frequent walking, standing, sitting, stooping, and lifting may be required. Occasional lifting, movement, and transferring of students may be required. Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, noise, and hazards. Daily personal close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.