

JOB PROFILE: PARA-PROFESSIONAL (TEACHING ASSISTANT)
 Reports to: Director of Special Education/ Building Principal

Para-Professional

Hours/Day: 7.50

Days/Year: 186

Purpose/Summary

To provide support to the teacher and to students in an appropriate manner that improves the overall quality of education in the classroom; and to assist the teacher in all facets of daily classroom management.

Essential Duties and Responsibilities

- Assist in the education and social development of students under the direction and guidance of the classroom teacher.
- Assist in the implementation of Individualized Education Plans for the students and monitor the progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapist, social worker, occupational and physical therapists.
- Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
- Document and maintain service logs for their student rosters in the Pennsylvania School-Based ACCESS program.
- Fulfill other duties and tasks assigned by teachers and supervisors.

Education and/or Experience

High School Diploma
 Minimum two years of experience in related field

Certifications, Licenses, Registrations

- Act 34/151/114/126/168 Clearances/Certifications required

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Ability to think critically and problem solve. Knowledge of educational protocol and procedures. Ability to communicate electronically.

Academic Skills - Knowledge of K-12 Education and ability to understand, manage and organize resources to support the specific school. Ability to learn the use of new technological resources and tools with minimal training.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Knowledge of the structure and content of the English language. Ability to communicate effectively with administration, staff, students and community.

Technology Skills – Demonstrate competency with email and general forms of electronic communication.

Reasoning Abilities – Ability to problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of information.

Other Skills and Abilities				
<ul style="list-style-type: none"> • Possess the ability to display enthusiasm for the learning environment. • React quickly in volatile situations and maintain composure even under stressful conditions. • Possess imagination, patience, creativity, sound judgment, and logical reasoning. • Concentrate with numerous interruptions. Maintain effective working relationships with students, parents, staff and the community. • Perform duties with awareness of all District policies and obligations. 				
Physical Demands				
<p><i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a LIGHT Physical Demand Characteristic of Work position according to the physical demands strength rating of the <u>Dictionary of Occupation Title</u>, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>				
Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.
Work Environment				
<p>The work environment may vary from an office or classroom setting to potentially very loud situations such as cafeterias or playground settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.</p>				
Primary Work Location				
Office Environment		Shop		
Classroom/Building		Vehicle		
Outdoors		Travel		
Paraprofessional, III – Security Officer (187)				
Physical and Non-Physical Demands Key				
C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing		C	Crawling	N
Sitting		O	Bending	R
Walking		C	Twisting	R
Lifting		R	Climbing	N
Carrying		O	Balancing	R
Pushing/Pulling		R	Vision	C
Reaching		R	Hearing	C
Handling		F	Talking	C
Fine Dexterity		O	Foot Controls	R
Kneeling		O	Teamwork	C
Crouching		O	Tedious or exacting work	R
Time Pressures		O	Noisy or distracting environment	F
Emergency Situations		O	Other (Specify): Flexible work hours to accommodate building	R

		schedules and professional development	
Frequent Change of Tasks	O	Other (Specify): Multi-building travel to work area	R
Irregular Work Schedule/Overtime	R	Other (Specify): Heavy Lifting	R
Multi-Tasking	F	Other (Specify): Ability to respond, when necessary, to physical altercations with students	R
<i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i>			
Effective Date	1-3-18	Agweltz, EdD	