

Special Education Aide/Paraprofessional

The Special Education Aide/Paraprofessional, under the direction of the Director of Special Education and the Building Principal, shall serve as an aide in the special education classroom and assist the teacher with specific duties as assigned by the Special Education Teacher.

Specific Responsibilities

1. Implement instructional activities with students as directed by the teacher and/or building principal.
2. Assist in the preparation of lesson plans, instructional materials, and data collection.
3. Assume responsibility for being prepared to perform instructional duties as prescribed by the teacher.
4. Implement behavior management techniques as directed by the teacher/supervisor, and treat all students with dignity and respect.
5. Assist with the physical needs of students including but not limited to feeding, toileting, dressing, physical management, etc. Lifting may be required with some students.
6. Assist with the maintenance of the classroom.
7. Assist with duties for special education students, including but not limited to lunchroom, recess, bus, etc.
8. Participate in training, staffing, and faculty meetings as directed by the building principal/Director of Special Education.
9. Adhere to confidentiality policies and practices for students under IDEA as outlined by the teacher.
10. Follow any Benton School Board Policy and/or practice as directed by the Director.
11. Perform other duties as assigned by the Director of Special Education, the building principal, and/or the supervising teacher.

3/17/15