**JACKSON PREPARATORY & EARLY COLLEGE**

**STAFF RESPONSIBILITIES**

**Title:** Special Education Paraprofessional  
**Reports To:** Principal  
**Employment Type:** Classified/At-Will/Non-Exempt  
**Length of Assignment:** 10 Months  
**Salary:** Commensurate with experience

**Scope of Position:**  
Responsible for assisting in the instruction and support of students with special needs, under the direction of the special education teacher and/or classroom teacher.

**Overview and Scope of Position:**  
The Special Education Paraprofessional supports the instructional program for students with disabilities by providing individualized and small group assistance, implementing educational and behavioral strategies, and ensuring a safe and nurturing learning environment. The paraprofessional works closely with the special education teacher to monitor student progress, adapt materials, and manage classroom behavior. The paraprofessional is expected to promote a positive and inclusive educational experience for all students.

**Essential Functions:**

* Assists in the implementation of individualized education plans (IEPs)
* Supports students in achieving their academic and behavioral goals
* Provides one-on-one or small group instruction under the supervision of the special education teacher
* Assists with classroom management and behavior intervention
* Supports the inclusion of students with disabilities in general education settings
* Monitors and records student progress and behavior

**Core Responsibilities:**

**Instructional Support**

* Assists in the delivery of instructional activities as planned by the special education teacher.
* Supports the implementation of modifications and accommodations to ensure student success.
* Provides individualized or small group instruction to reinforce learning objectives.
* Helps prepare instructional materials and classroom activities.

**Student Support**

* Assists with the physical, emotional, and academic needs of students.
* Implements behavior management strategies and interventions as directed.
* Monitors and supports students during non-instructional times, such as lunch, recess, and transitions.
* Promotes social interactions and appropriate behavior among students.

**Classroom Management**

* Assists in maintaining a safe, orderly, and supportive classroom environment.
* Helps manage student behavior using positive reinforcement techniques.
* Assists with the setup and organization of the classroom.

**Collaboration and Communication**

* Works collaboratively with teachers, specialists, and other staff to support student learning.
* Communicates regularly with the special education teacher about student progress and needs.
* Participates in team meetings, professional development, and training sessions as required.

**Documentation and Reporting**

* Maintains accurate records of student performance and behavior.
* Assists in the collection of data for progress monitoring and assessment purposes.
* Prepares and submits reports as required.

**Accountability:**

* Follows school policies and procedures related to student support and safety.
* Maintains confidentiality of student information.
* Demonstrates professionalism and a positive attitude in all interactions.

**Supervisory Responsibilities:**

* None

**Contacts and Purpose of Contacts:**

* **Internal:** Coordinate and communicate with special education teachers, general education teachers, and other school staff.
* **External:** Interact with students, parents, and community members as needed.

**Education and Experience Requirements:**

* High school diploma or equivalent
* Associate’s degree or two years of college coursework preferred
* Previous experience working with children, particularly those with special needs, preferred
* Must pass a background check
* Demonstrated successful ability to work as part of a team

**Professional Qualities and Abilities:**

* Possesses a positive attitude and the ability to see potential in all students.
* Shows flexibility and adaptability to changing situations and student needs.
* Demonstrates a commitment to continuous improvement and professional growth.
* Displays strong interpersonal and communication skills.
* Exhibits patience, empathy, and understanding when working with students.
* Maintains a high level of organization and reliability.
* Accepts feedback and uses it as an opportunity for growth.
* Handles conflict and challenging situations effectively.
* Serves as a role model of good written and oral communication skills.

This position is subject to a 90-day probationary period