



10910 Clarksville Pike Ellicott City, MD 21042 410-313-6600 www.hcpss.org

Special Education Paraeducator

DESCRIPTION

The person in this position works under the general supervision of the principal or assistant principal. With direct supervision from a teacher, provides assistance in implementing plans and programs related to the academic or functional skill attainment for students with mental, physical, and/or emotional learning challenges. Works directly with students, individually or in small groups, and performs clerical work as assigned. Performance is evaluated periodically. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

ESSENTIAL JOB FUNCTIONS

- ✓ Provides academic and physical assistance to students with disabilities as directed in one-to-one or in small groups
- ✓ Assists teachers with academic instruction and the implementation of Individual Education Program (IEP)
- ✓ Ability to lift and carry non-ambulatory students
- ✓ Provide clerical support to teachers and other professional staff
- ✓ Performs other duties as assigned.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

EXAMPLES OF WORK

- ✓ Assists in implementing lesson plans and preparing academic materials
- ✓ Assists the teacher in the rewriting of materials to meet academic levels of a student or group
- ✓ Assists the teacher in implementing student IEP's
- ✓ Works with students one-to-one or in small groups
- ✓ With appropriate supervision and training, assists in teaching communication skills, implementing student behavior and learning programs with the use of behavior modification and crisis intervention
- ✓ Assists with the physical demands of functional life skills and academic skills, in school and community settings
- ✓ Makes observations, collects data, and gives input to appropriate staff
- ✓ Assists students with the use of media equipment, augmentative communication devices and computer learning techniques
- ✓ Assists with the physical demands of students by lifting, positioning, putting students in supportive devices, and transferring students from wheelchairs for toileting and for position change
- ✓ Monitors and is aware of medical needs of students, medical concerns and responds to emergencies as needed
- ✓ Performs clerical duties to include reproducing materials, initiating and maintaining files and records
- ✓ Operates various types of office machines and audio-visual equipment
- ✓

EXAMPLES OF WORK – continued

- ✓ Takes inventory
- ✓ Takes notes and minutes and prepares reports for teachers, instructional leaders and administrators
- ✓ Schedules parent-teacher appointments

- ✓ Prepares instructional materials, learning centers and bulletin boards
- ✓ Administers and scores tests
- ✓ Plans student programs
- ✓ Assist students with feeding
- ✓ Supervises physical activities
- ✓ Escorts students and monitors them during non-classroom hours
- ✓ Assists students with feeding
- ✓ Attends screening committee meetings
- ✓ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ✓ Ability to maintain confidentiality
- ✓ Ability to communicate clearly and concisely in both written and oral form
- ✓ Ability to remain calm under trying circumstances
- ✓ Ability to reinforce lesson plans to support the educational program for student
- ✓ Ability to follow directions from the teacher, which may include reinforcing instruction presented by the teacher
- ✓ Ability to provide personal attention to students on an individual basis
- ✓ Ability to work with small groups of students and assist with instruction
- ✓ Ability to use patience and care to provide students of all abilities with an active learning environment
- ✓ Ability to discuss problems affecting students’ progress and with the teacher and, if so directed, with other professional staff
- ✓ Ability to demonstrate flexibility to work with students and staff
- ✓ Ability to carry out assignments to completion
- ✓ Ability to perform clerical work and knowledge of computers and keyboarding
- ✓ Possess basic knowledge of technology and keyboarding to support student learning
- ✓ Ability to demonstrate strong human relations skills
- ✓ Ability to have strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- ✓ Ability to attend professional development sessions
- ✓ Perform other duties as assigned.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High school diploma or equivalent.

REQUIRED LICENSES AND CERTIFICATES

None

OTHER DESIRABLE QUALIFICATIONS

Prior experience working with children.
 Eagerness to work students with disabilities.
 Possess initiative, ingenuity, and patience.

Equal opportunity employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.