

Special Education Paraprofessional

Department:	<u>Special Education School</u>
Reports To:	<u>Assigned Certified Special Education Teacher</u>
FLSA Status:	<u>Non-Exempt</u>
Classification:	<u>Full-Time</u>
Work Hours:	<u>8am-3:30pm Monday-Friday</u>

Education and Experience

Required:

- 60+ college credit hours and/or passing the DESE approved proficiency examination for paraprofessional status
- Experience in special education instruction
- Experience working with individuals with autism, developmental disabilities and mental health diagnosis

Preferred:

- Background in Applied Behavior Analysis
- Experience managing maladaptive student behavior
- Experience supporting alternative student communication systems
- MANDT certification
- First aid/CPR
- Abuse/neglect training
- Class E driver's license
- Level 1 medication administration

Essential Job Functions

- 100% of this position is spent actively engaging with students and other teaching staff
- On time arrival. Following attendance and tardiness policy.
- Implement and record progress on all components of the Individual Education Plan (IEP)
- Adhere to all IEP regulations/requirements
- Implement activities that are specific to each student's abilities
- Teach and mentor students as a class, in small groups, and one-on-one as appropriate
- Assist in the maintenance of all records- charted and anecdotal data, progress reports, student schedules and lesson plans.
- Implement all classroom routines, schedules, community based instruction, lesson plans, behavior support plans and data collection
- Incorporate the use of communication systems, adaptive materials and equipment, sensory integration activities, and computer technology as appropriate as directed by the classroom teacher
- Maintain MANDT certification
- Implement MANDT per training as needed
- Must be able to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently to support students displaying aggressive or self-injurious behavior.
- Must be able to perform the following physical activities daily; climbing, stooping, kneeling, crouching, reaching, standing, walking, running and lifting.

Job Description: Special Education Paraprofessional

- After student dismissal, requirements include paperwork, room preparation, meetings and any other assigned end-of-the-day duties as directed by classroom teacher
- Attend and participate in scheduled staff meetings, Town Hall meetings when approved by administration
- Maintain in-service records.
- Maintain compliance with all state, federal and Sherwood Center's teaching requirements (i.e., license and certificates)
- Assist with special projects as assigned by classroom teacher (within scheduled work hours)
- Maintain classroom furniture, supplies and curriculum in good condition. Assist in keeping up to date inventories concerning curriculum, computers, and software in assigned classroom.

Physical Requirements:

- Must be able to exert, lift, carry, push/pull up to 50 pounds
- Must be able to demonstrate good balance, object handling, object fingering, feeling, simple hand grasping, firm hand grasping and occasional running or jogging.

This position is eligible for benefits as indicated in the Sherwood Center benefits grid.

Employment Policy:

Sherwood Autism Center's policy is to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, citizenship status, sex, sexual orientation, gender identity or any other legally protected category. Sherwood is proud to be a drug-free workplace.