



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Paraprofessional
Reports To: Principal/Program Administrator
FLSA Status: Non-Exempt
Prepared By: Special Education and Instructional Center MM/MG/AD
Approved By: Human Resources -TZ
Prepared Date: 02/2014
Last Revised Date: 08/2014

Summary:

Assists the teacher in the instruction to students of academic, social, and motor skills in public schools and/or community sites by performing the following duties

Essential Duties and Responsibilities:

- Knowledge of subject matter, students' needs, and building/program policies
- Assists with managing difficult behaviors through the use of de-escalation strategies or team restraint when students are in crisis and when in danger of hurting themselves, others, or property.
- Collect data and progress monitor student's academic interventions and behavior objectives.
- Leads and manages student classroom activities outside of classroom instruction.
- Assists in instruction of students as designed by the teacher.
- Provides feedback and monitors the classroom when students are working.
- Performs classroom maintenance (cleaning, sanitizing, preparing, fixing) as required.
- Assists with organization of daily classroom schedule and events calendar.
- Implements rules of student conduct through PBIS and specific program expectations.
- Maintains order in classroom and effectively disciplines students through classroom procedures and protocols.
- Assists students with problem solving when adjustment and academic needs arise.
- Keeps attendance, student records, anecdotal observations, evaluations as required by school and teacher.
- Regular and consistent attendance.
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High school diploma or equivalent. Paraprofessional positions for certain programs may require demonstrated competency level (Work keys test) for meeting highly qualified status and /or an Associate's Degree or 60 college credits.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Develop and maintain relational capacity with staff and students.

Ability to communicate and work among a team of colleagues.

Embraces a teamwork attitude.

Ability to be flexible and be open minded.

Be an empathic listener

Contribute in a positive way to the environment.

Organized and able to plan ahead

Show adaptability to frequent changes in the work environment.

Practices safe work habits.

Uses equipment and material properly.

Displays reliable attendance and promptness.

Ability resolve problems.

Utilizes effective instructional practices to motivate and engage students in learning

Maintains confidentiality.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk, bend, twist and sit. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. The employee must support and transfer students who are unable to completely bear weight on their own without the assistance of other staff. The employee must, when necessary, be able to physically restrain a student using approved methods in order to maintain the safety of the students and the building staff. The employee must, when necessary, be able to physically transport a student using approved methods in order to maintain the safety of the students and building staff. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is moderate. Student behavior can be unpredictable and can create a crisis environment. This may include demonstration of physical or verbal threatening and aggression, depression, anxiety and/or violence.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.