



T U L S A

PUBLIC SCHOOLS

**Job Title:** Special Education Para Professional

**Reports to:** Site Administrator

**Department:** School Improvement/School Operations

**Compensation:** Hourly Grade IS 3 and IS 6 (172 day contract)

**Overtime Status:** Non-Exempt

**Date Job Revised:** June 5, 2015

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**Position Summary:** To work closely with one or a few students with disabilities on a regular basis in an effort to provide them with the physical help and emotional support they need to gain full benefits from the district's special education program.

**Qualifications/Job Requirements:**

**Education:**

- High School diploma or equivalent and passed the ParaPro test or
- At least 48 hours of approved college credit or an Associate's Degree from an accredited school

**Specialized Knowledge, Licenses, etc:**

**Experience:**

**Specific Training/Skills:**

- CPR training (renewed annually)
- First Aid Training (renewed every three years)
- MANDT
- Special Education Paraprofessional Training (3 days can be completed after hire)
- An additional 6 hours of professional development yearly.

**Physical Requirements (If Applicable):**

**Other:** Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.

**Scope of Authority (If Applicable):**

**Customer Contacts (Internal and External):**

**Essential Job Functions:**

- Assists the students to whom assigned in such physical tasks as putting on and taking off of outerwear.
- Assists the students to whom assigned in moving from room to room when necessary, such as going to lunch, recess, art, bathroom, nurses office, etc.
- Listens to the students in recitation, reading, and other curriculum tasks, guiding them but not teaching them.
- Assists students in performing simple tasks, such as sharpening pencils, carrying lunch trays, etc.
- Under the supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher.
- Establishes as fully as possible a supportive and sympathetic relationship with the students without fostering or encouraging intense emotional involvement.
- Instruct individual students using instructional objectives and lessons developed by the teacher.
- Assist with supplementary work for students and supervise independent study.
- Provide assistance with individualized program materials-written and oral.
- Administer classroom assessment instruments (spelling test, etc.) and score objective tests and written papers and keep appropriate records for teacher.
- Assist the teacher in observing, recording and charting behavior.
- Implement behavioral management strategies-using the same emphasis and techniques as the teacher.
- Assist the teacher with crisis problems and discipline.
- Assist with the preparation of materials for use in specific instructional programs.
- Maintain confidentiality
- Protect and promote student's rights to dignity, privacy and respect.
- Demonstrate honesty, loyalty, dependability, responsibility and accountability for own actions, cooperation and willingness to learn.
- Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
- Enforces school board policies and regulations.
- Assists in any tasks as requested by teacher or principal.
- Performs other duties as assigned.

**Unique Job Functions: (Functions performed in certain Special Education classes)**

- Reinforce instruction on self-help skills (e.g. toilet training, dressing)
- Change diapers, sanitary napkins, clothing
- Feed and teach eating skills
- Assist with personal care, wiping nose or drool, hand washing, and body care.
- Implement a motor program such as positioning and handling – utilizing adaptive equipment
- Position and aid students to move from wheelchair, desk, walker, etc.
- Monitor children using life support equipment.
- Assist students in using wheelchair, lifts and other devices used to transport students from one activity to another.

- Assist in lifting students from chair to changing table

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.