



**Job Title:** ESY Paraprofessional

**Reports to:** Site Administrator

**Department:** School Improvement/School Operations

**Grade:** Hourly Grade IS and IS 6

**Number of Days:** 172

**Security Access:**

**Overtime Status:** Non-Exempt

**Last Revised Date:** June 1, 2019

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**We Believe:** A student's zip code should not determine their life outcomes.

**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.

## Minimum Qualifications:

- **Education:**
  - High School diploma or equivalent and passed the ParaPro test or
  - At least 48 hours of approved college credit or an Associates's Degree from an accredited school.
- **Experience:**
- **Specific Training/Skills:**
  - Successfully complete training in the Relational components of The Mandt System every 12 months – certification in the Relational components of The Mandt System must be completed prior to start date and maintained continuously throughout employment. Training/certification in the Technical/Physical components of The Mandt System preferred/required unless employee is physically unable to complete training.
  - CPR and First Aid training and re-certification as required – must be completed prior to start date and maintained continuously throughout employment.
  - OSDE Paraprofessional Registry must be completed prior to employment as a paraprofessional; an individual may be placed as a teacher assistant in a paraprofessional position until they have obtained their paraprofessional training certificate; however, they are placed at the teacher assistant rate of pay and once the paraprofessional certificate is received; their salary is changed to the paraprofessional rate
  - Special Education Paraprofessional Training (3 days can be completed after hire)
  - Annually complete 6 hours of professional development specifically designed for support personnel working with special education students.
- **Physical Requirements (If Applicable):**
- **Other:**
  - Ability to maintain confidentiality.
  - Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.
  - Ability to implement the philosophy, correct techniques, and guidelines of The Mandt System at all times in a variety of situations that arise in a special education classroom setting.
  - Ability to operate and effectively use smart board and other technology to assist with student learning.
  - Ability to use operate and effectively use computer to prepare reports and send and receive emails.
  - Ability to interpret students' non-verbal cues.
  - Ability to work in a sometimes emotionally and physically stressful environment and manage own emotions and behavior appropriately

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*