



Job Title: MD Paraprofessional

Reports to: Site Administrator

Department: Special Education and Student Services

Number of Days: 172

Compensation: Hourly Grade 10

Overtime Status: Non-Exempt

Date Job Revised: September 4, 2019

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.

Position Summary: Under the direct supervision of the MD teacher, works with assigned students with severe to profound disabilities to assist students to access all aspect of the educational environment of the school.

Minimum Qualifications/Job Requirements:

Education:

- High School Diploma or GED

- 48 earned college credit hours from an accredited college or university or successful passage of the Highly Qualified Test.

Specific Training/Skills:

- CPR and First Aid training and re-certification as required
- 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.
- Annually complete 6 hours of staff development specifically designed for support personnel working with students who have severe/profound disabilities.

Physical Requirements (if applicable):

- No medical restrictions or limitation for lifting, walking, running, standing, etc

Other:

- Maintain confidentiality
- Protect and promote student's rights to dignity, privacy and respect

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist in the implementation of teacher prepared instruction with individual students under direct supervision of the teacher
- Implement supplementary work for students as prepared by the teacher under direct teacher supervision
- Reinforce skills previously presented by the teacher with small groups of students when directed by the teacher
- 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 per direction provided by the teacher
- Assist the teacher with behavior plans, crisis problems and discipline
- Assist with the preparation of materials for use in specific instructional programs
- Reinforce instruction and provide assistance with self-help skills (e.g., feeding, toilet training, diapering, personal hygiene needs/matters, dressing)
- Provide catheterization and colostomy assistance when required
- Monitor students using life support equipment
- Assist students in using wheelchair, lifts and other devices used to transport students from one activity to another
- Ability to work collaboratively with others on a team
- Perform other duties as assigned

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Be able to sit for long periods of time without a break
- Frequent use of electronic mail
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises
- No exposure to chemical or health hazards
- Primarily require working indoors in environmentally controlled conditions
- Normal effort or occasional periods of light physical activity

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.