**Verona Board of Education**

**Title:** Paraprofessional

**Location:** Varies throughout the District

**Job Type:** Part-Time

**Compensation Type:** $14.40/hour

**Start Date:** ASAP

**SUMMARY:** Provides applied behavior support services to assigned students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

- Provides intensive individualized support services directed toward the development and/or enhancement of skills necessary for emotional, cognitive, behavioral, language, and interpersonal growth of the student.
- Uses appropriate applied behavior teaching, communication, and reinforcement techniques consistently.
- Accurately completes all required documentation and data collection daily.
- Works with an individual student to reinforce learning of material or skills as described in the IEP/treatment plan.
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of the individual student, his/her needs, interests, and abilities.
- Helps the student master equipment or instructional materials assigned by the teacher.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Assists with the supervision of the student during emergency drills, assemblies, play periods and field trips.
- Reads to the student as needed, listens to the student read, and participates in other forms of oral communication with the assigned student.
- Assists the student throughout the school environment as necessary.
- Checks notebooks and supervises testing and make up work as assigned by the teacher.
- Helps the student with his/her clothing as needed.
- Assists with lunch, snack and cleanup routines.
- Assists with wash-up and toilet routines.
- Alerts the regular teacher to any problem or special information about the individual student.
- Supervises, observes and assists the assigned student at all times, including escorting the student during all transitions and lunch or as prescribed in the student’s IEP.
- Maintains the same high level of ethical behavior and confidentiality of information about the student as is expected of fully licensed teachers.
- Participates in inservice training programs as assigned.
SUPERVISORY RESPONSIBILITIES:
Supervises students.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Sixty semester hours of postsecondary work or; an associate’s degree; or successful completion of ParaProfessional Test.

LANGUAGE SKILLS:
Ability to read educational procedures, or governmental regulations. Ability to write routine reports and simple correspondence. Ability to effectively present information in one-on-one and small group situations to students or other employees of the organization.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:
Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 lbs. Such
as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet and at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

In addition to the above ABA positions, classroom paraprofessionals are also utilized.

Application Instructions:
Hours vary from full day (8:20am to 2:50pm with a 45-minute unpaid break), half day (8:20am to 12:30pm or 11:00am to 2:50pm). Total hours cannot exceed 29.5 in any week. Starting hourly rate is $14.40 an hour and benefits are not offered.