

JOB DESCRIPTION
Special Education Paraeducator
Torrington Public Schools

Position: Special Education Paraeducator

Reports to: Special Education Teacher or Supervisor, Building Principal;

Location: Torrington Public Schools

Job Summary and Functions:

Under the direction of a certified teacher, works with students with disabilities in small groups or individually, reinforcing instruction as directed by the teacher.

Assists in the maintenance of materials, equipment, and records of students and any additional tasks as deemed necessary by the special education teacher or supervisor in order to meet the needs of each child according to their IEP.

Essential Duties and Responsibilities:

- Assist in preparing classroom for beginning and ending of school year
- Assist in maintaining daily classroom environment, including but not limited to, cleaning up when necessary, setting up learning centers, getting materials out and ready for teacher lessons, duplicating materials, and setting up audio-visual equipment
- Assist in teacher prepared group lessons as well as individual child seat work, or specialized program instruction
- Assist students, under the direction of the teacher or therapist, with assignments or learning / therapeutic activities
- Execute follow-up activities to reinforce initial instruction provided by the teacher.
- Assist at art, music, band, computer science, physical education, and all other special area classes when appropriate
- Participate in all activities of classroom, including but not limited to, arrival, field trips, recess, lunchroom, snack, playground, assemblies, fire and safety drills, dismissal etc.
- Work with children individually and in small groups to reinforce basic skills, collect data, and check use of instructional materials
- Assist in the development and construction of modified materials to be used in reinforced activities
- Maintain and implement with fidelity, behavior modification plans and schedules, collecting data as needed
- Maintain order in the classroom in the teacher's absence; notify school administration when behavior and/or other problems arise beyond paraprofessional's control
- Assist with the physicals needs of all children where appropriate, including but not limited to, face & handwashing, diapering, toileting assistance, feeding, dressing and other health, medical and physical needs including lifting students if required
- Participate in Planning and Placement Team (PPT) meetings, pre-plan meetings, and parent/teacher conferences when required.
- Perform transportation related duties such as riding vans or buses upon request to assist students with embarking and disembarking buses, ensuring students are properly secured in seats, proactively addressing behavior problems on buses, checking bus for students

before exiting, assisting substitute drivers with routes and times, reporting problems to driver, and following procedures for wheelchair vans if so assigned

- Attend staff meetings, department meetings, report card conferences and faculty meetings as required
- Attend live and virtual professional development when required
- Maintain current PMT certification and assist in physically restraining students according to established procedures if authorized and trained to do so, and if the situation requires.
- Maintain current with all district /state annual training requirements (ie. Bloodborne pathogens, Title IX, DCF etc.)
- Perform other related duties as required by the special education teacher, supervisor, or building administration.

Qualifications

- Associate Degree and/or 60 college credits or successful passing of the Para-Pro Exam.
- Previous experience working in a school setting or with groups of children preferred.
- Warm and supportive personality with the ability to relate to children with a variety of special needs and disabilities
- Ability to maintain the rules of confidentiality and the rights of all children.

TERMS OF EMPLOYMENT: 183 days, 35 hours per week, starting rate of pay = \$15.53 per hour