



SPED Paraprofessional (K-5)

Job Summary: The SPED Paraprofessional will be responsible for supporting the teachers in meeting the instructional, educational, behavioral, and social emotional needs of students in the classroom and community. This person will need to be familiar with individual education plans (IEP) and be able to follow them.

Essential Duties:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Supports teachers in meeting the instructional, educational, behavioral, and social emotional needs of students with disabilities in the classroom (in-person) and community.
- Provides small group and/or individualized instruction to students with disabilities in accordance with the students' IEP and the supervising teacher's lesson plans.
- Collects instructional and behavioral data for all objectives being taught for each student.
- Implements Behavior Intervention Plans for students with disabilities.
- Communicates proactively with teachers to inform them of student issues and conversations with parents.
- Responds to emails and phone calls from school leaders and teachers in a timely manner.
- Assists during standardized testing to support state and local testing processes and policies.
- Assists with preparation of daily lesson plan materials and makes copies of materials for students (print or electronic).
- Assists with distribution of food, supplies, materials and equipment, including technology.
- When in a school-based learning environment, monitors students' movement throughout the building to other classrooms, learning areas and cafeteria.
- Assists students with classroom and cafeteria clean up and wiping down surfaces to uphold sanitation standards as required for a safe school environment.
- Assists administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
- Assists students as necessary with physical needs including feeding, toileting, lifting, and mobility.
- Assists students with healthcare procedures including hygiene and medications as needed for daily care.
- Assists students with assistive technology devices, including communication devices, switches and orthopedic devices needed for sitting, walking, or standing.
- Engages in professional learning opportunities in-person.
- Assists with training volunteers in-person.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours.
- Performs other duties as assigned by an appropriate administrator.

*Preference will be given to candidates who speak any of the following languages: Burmese, Arabic, Hindi, Somali, Pashto, Farsi and Nepali



INTERNATIONAL COMMUNITY SCHOOL

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Minimum Qualifications: Must hold the equivalent of an Associate's Degree or higher from an accredited institution or two years of college coursework (60 semester hours or more) earned at an accredited college or university or a minimum of a High School Diploma or GED along with passing scores on the GACE Paraprofessional Assessment Test. 2 years of experience preferred but not required.