

RIVER BEND EDUCATION DISTRICT

1315 South Broadway
New Ulm, MN 56073
(507) 359-8700 • fax (507) 359-1161

POSITION TITLE: Special Education Paraprofessional

REPORTS TO: Program Coordinator/Principal

BASIC FUNCTION: The Educational Assistant assists the classroom teacher in providing an appropriate education to students within the River Bend Education District special education program. Paraprofessionals work as a team in the Federal Setting IV School Program where some students may exhibit challenging behaviors.

BASIC RESPONSIBILITIES:

- 1) Provides supplemental tutoring, guided practice and other instructionally relevant activities to students as directed by teacher(s).
- 2) Assists in the implementation of students' behavioral and/or physical management plans as directed by teacher(s).
- 3) Monitors student behavior during study halls, between classes, free time, bus drop-off and pick-up and at other times as assigned by the teacher.
- 4) Participates in team meetings for the purpose of reviewing progress and planning for students' educational and/or behavioral programming as directed by teacher(s).
- 5) Supervises students during lunch period, and assists in cleaning of facilities following lunch.
- 6) Provides observational and other relevant information regarding student behavior to the classroom teacher as requested.
- 8) Adheres to data privacy requirements and other policies as established by River Bend Education District.
- 9) Performs other duties as assigned.

QUALIFICATIONS:

- 1) High school graduate with the ability to pass the Para Pro test. Advanced training at the Community College or University level desirable.
- 2) Demonstrated ability to maintain positive professional working relationships with students, teachers, and other professionals.
- 3) Prior experience working with children and adolescents. Prior experience working within an educational environment desirable.
- 4) Ability to lift and carry instructional materials, assessment kits, equipment or other necessary job-related items weighing up to 20 pounds.