

**JOB DESCRIPTION**  
**SPECIAL EDUCATION PARAPROFESSIONAL**  
**SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** Director of Student Services, Special Education Teacher, and Building Principal

**GOALS:** To provide instructional and behavioral assistance to special education students in the school environment.

**QUALIFICATIONS:**

1. Must possess or be willing to obtain a Special Education Program Aide License issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.
2. General knowledge of the practices, methods, and techniques used in the teaching of special education population
3. Non-Violent Crisis Intervention certification. Must obtain as soon as the schedule allows.
4. Ability to maintain files and information.
5. Skilled in the use of classroom and instructional equipment.
6. Ability to use email and Google Workspace.
7. Ability to operate adaptive equipment.
8. Ability to establish and maintain effective working relationships with teachers, students, and parents.
9. Meet the physical requirements to safely and effectively lift students weighing up to 50 pounds into and out of wheelchairs and special equipment.

**DUTIES AND RESPONSIBILITIES:**

1. Provides instructional, behavioral, or social/emotional support to students individually, in small groups, and in classroom settings with direction from a certified teacher.
2. Promotes the vision and goals of the IEP (Individualized Educational Program), which includes academic, behavioral, self-help, personal-social, and communication.
3. Assists with prescribed behavioral management programs.
4. Communicates with special education and regular education teachers.
5. Documents student behaviors.
6. Know the correct way of using the adaptive equipment required by the student.
7. May be required to assist students with physical care, including feeding, bathrooming, personal hygiene, oral and non-oral administration of medication, and other delegated nursing procedures.
8. Assist students with mobility needs.
9. Performs other related duties as assigned.

**EVALUATION:** The administration shall complete an evaluation in accordance with Board policy.

*Approved by the Board of Education May 8, 2023.*