

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Special Education Paraprofessional	Assigned School	Teacher/Principal
<b>JOB SUMMARY:</b>  Responsible for working with students with disabilities in meeting the academic, behavioral and physical needs as identified in the goals, supports of services of the IEP in either an individual or small group setting under the direction of the special education, classroom teacher or bus service personnel; maintain confidentiality of student and family information as required under FERPA		
<b>QUALIFICATIONS:</b>  Requires a high school diploma or equivalent (GED) and two years of post secondary education or successful completion of the ParaPro; ability to work with staff and an educational team to provide services to students with disabilities; previous experience in working with students or adults with disabilities preferred		
TASK NO.	DESCRIPTION WORK YEAR: Student Day plus 1 In-service Day	FREQUENCY

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| 1 | Provide supplemental instruction for identified students with disabilities under the direction of the special education and classroom teacher, individually or in small group settings, in accordance with the students' IEP goals and recognize achievement, effort and positive attributes of students. | 60% |
| 2 | Implement behavioral management plan with students and assist special education and classroom teachers and bus service personnel with student behavior management   | 10% |
| 3 | Assist special education and classroom teachers with assignment accommodations and modifications  | 10% |
| 4 | Communicate appropriately with teachers and other district staff under the supervision and direction of special education teachers.   | 5%  |
| 5 | Supervise students as assigned  | 5%  |
| 6 | Assist the teachers in preparing classroom materials  | 3%  |

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TASK NO.	DESCRIPTION	FREQUENCY
7	Assist students with self-help skills	2%
8	Know and understand IEP goals, supports and services as related to responsibilities and attend IEP meetings as directed by the principal	2%
9	Attend meetings, workshops and training sessions as directed by supervisor.	2%
10	Perform other related duties as assigned.	1%

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

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COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE