

Special Unit Para Essential Duties & Responsibilities:

1. Adapt classroom activities, assignments and/or materials under the direction of the teacher.
2. Assist other personnel as may be required
3. Assist special education students requiring daily care (toilet, diapering, feeding)
4. Monitor and assist students in the classroom, restroom playground, etc. to provide safety

Special Education Paras Duties & Responsibilities:

1. Prepare classroom activities for the assigned students under the supervision of a certified teacher.
2. Work individually or with small groups of students to reinforce materials introduced the teacher.
3. Assist individual student in need of special attention
4. Guide independent study, and adapt/accommodated coursework as set up by the teacher.
5. Assist teacher with non-instruction classroom duties such as snack, toilet & clothing routines.
6. Assist with the supervision of students during lunch and play time.

In either teacher position or para position your jobs is to participate with the class. The para positions know what should happen in the classroom, be sure to follow their lead. Please do not sit at the desk. You are there because they need the help, be proactive.

Teachers & paraprofessionals are trained to handle behavior problems. If you encounter an issue/problem, back up and/or step away and let the regular staff handle the situation. **Never** touch a student.