

# ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

## VIRTUAL ACADEMY SPECIAL EDUCATION PARAEDUCATOR

POSITION: Virtual Academy Special Education Paraeducator

REPORTS TO: Site Administrator

LOCATION: Virtual Academy

### NATURE OF WORK:

The Special Education Paraeducator works under the direction of the building administrator, classroom teacher(s) and other school/central office resource staff to provide services and supports to students with disabilities and to support the full implementation of the Individualized Education Program (IEP) /Individual and Family Service Plan (IFSP). This position will require individuals to be on-site at the Virtual Academy building. The Virtual Academy Special Education Paraeducator will provide support to students in various grades and/or content areas.

### ESSENTIAL FUNCTIONS:

- Meet with the teacher on a regular basis to plan for and review instructional programs;
- Assist in implementing the Individualized Virtual Learning Plan (IVLP)
- Implement instructional/behavioral plans and protocols in accordance with the student's Individualized Education Program/Individual and Family Service Plan;
- Collect data on academic/behavioral programs as directed by the special education teacher and school-based/county-based administrators;
- Maintain strict confidentiality of all student information; and
- Effectively problem solve, collaborate, and work semi-independently to support student programs.

### DUTIES AND RESPONSIBILITIES:

- Meet on a regular basis with teachers and/or other professionals to plan and/or review the day's activities and needs of the specific students;
- Provide instructional/behavioral/self-help assistance to students as necessary throughout the school day;
- Implement prescribed behavioral programs designed to assist the teacher and/or other professionals in managing student behaviors;
- Collect and maintain instructional and behavior data collection systems with fidelity as instructed by special education teachers and central office resource staff;
- Develop new skills as required for assistance in the implementation of the IEP/IFSP;
- Provide assistance to students as necessary throughout the school day;
- Assist the teacher and/or other professionals in record keeping;
- Prepare, under the direction of the teacher, appropriate learning activities, stations, and materials;
- Keep required materials readily available for follow-up activities;
- Operate and maintain equipment specific to their assigned area;
- Assist in the establishment of rapport between parents, teacher and students;
- Attend workshops and in-service training sessions;
- Maintain confidentiality regarding all classroom and student information;
- Maintain appropriate safety standards while assisting students during arrival and departure times;
- Implement prescribed behavioral programs designed to assist the teacher and/or other professionals in managing student behaviors;
- Assist teachers in the preparation of classroom-based materials and supports;
- Implement instructional interventions with fidelity and based upon review of materials;
- Support students in special education and general education settings;
- Transition students to and from various classroom locations; and
- Additional responsibilities as assigned by the Academic Dean.

**QUALIFICATIONS:**

- Graduated from a standard high school or be in possession of a state high school equivalence certificate
- College training and experience working with children is desired

**TERM OF EMPLOYMENT:**

Full-time ten-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on the EASMC-ESP salary schedule for ten-month seven-hour employees – Range 5/7.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP