



ROLLA PUBLIC SCHOOLS

D. KENT KING ADMINISTRATION CENTER

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2023-24 SPECIAL EDUCATION PARAPROFSSIONAL HANDBOOK

Effective 07.01.2023

JOB DESCRIPTION: TEACHER AIDE / SPECIAL EDUCATION

PAY SCALE: Teacher Aide

QUALIFICATIONS: Teacher aides shall be of good moral character and meet the health qualifications required of teachers. The building principals will attempt, through an initial training conference, to define the teacher aides' relationship to the professional staff. Paraprofessionals (teacher aides) must meet the Department of Secondary & Secondary Education requirements as follows:

- If you have 60 college credit hours, you will need to complete the process to become a substitute teacher with the Department of Elementary and Secondary Education;
- If you have 36 college credit hours, you may choose to take the 20-hour online Content Substitute training and testing in order to hold substitute teacher with the Department of Elementary and Secondary Education (DESE); or you may choose to take the online Paraprofessional Assessment with the Department of Elementary and Secondary Education (DESE).
- If you have no college credit hours or less than 20 hours, you must take the Paraprofessional Training & Assessment at a minimum.

REPORTS TO: Teachers to whom assigned and building administrators.

JOB GOALS: To assist classroom teachers in the instructional process, reinforcing instruction to individual or small groups of students in a classroom environment. Assist in the preparation of instructional materials and implementation of lesson plans and provide routine support. Assist students with academic and/or physical needs in order for students to access the educational environment.

TERMS OF EMPLOYMENT: 180 days, including holidays. Salary to be determined annually by the Board of Education and hours to be set at the time of employment.

EVALUATION: Performance will be evaluated annually prior to May 1 by the teacher and building principal. Evaluation forms shall be filed with the office of the Assistant Superintendent.

RESPONSIBILITIES:

Non-instructional (non-certificated) service aides are defined as persons who work directly, under supervision, on tasks, which are of a routine non-instructional nature. The purpose of hiring these individuals is to free teachers from routine duties to do a better job of teaching. The teacher remains the diagnostician for learning, the manager of learning experiences, and the decision maker in learning situations. Aides can assist in many nonprofessional activities, including relieving professional personnel of their responsibilities for the instructional program. They may also be used as substitute teachers.

Aides shall be assigned tasks within their interest and ability to perform adequately. They may perform such duties as taking attendance, filing, and keeping routine records; collecting funds and keeping accounts; correcting

objective tests and making up lists and charts for the teacher showing pupil performance; supervising playground activities, lunchroom, lavatory periods, quiet activities, etc. under teacher supervision; helping children with their clothes and with construction of bulletin boards, displays, projects, etc.; mending books; making arrangements for field trips; escorting children to the nurse; listening to and sharing thoughts with children who need to talk to an adult; and any other duties assigned by the building principal.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required for this job include close vision, distance vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee experiences constant interruptions and inflexible deadlines.

The noise level in the environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. Inter-district and out of town travel required as necessary for training and/or to carry out duties and responsibilities.

INSTRUCTIONAL PROCESS / RESPONSIBILITIES:

1. Assist the classroom teacher in arranging the learning environment, including assembling and putting materials on bulletin boards and/or other classroom learning displays and in keeping such displays current.
2. Under supervision of certificated teacher, prepare for classroom activities by distributing and collecting papers and other instructional materials for classroom instruction.
3. Assist students in completing classroom assignments, homework and projects. Assure student understanding of classroom rules and procedures and assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
4. Read to students, listen to students read and observe students reading abilities as assigned. Assist students with letter and word pronunciation and recognition. Assist students with math, spelling and writing exercises and assignments.
5. Assist assigned teacher with the implementation of lesson plans. Administer various tests as directed. Prepare mandated reports and documentation as required.
6. Tutor individual or small groups of students, reinforcing instruction as directed by the teacher. Monitor and oversee student drills, practice and assignments in various subjects. Confer with the teacher concerning lesson plans and materials to meet student needs and assist with the implementation of lesson plans.

CLASSROOM MANAGEMENT / RESPONSIBILITIES:

1. Perform a variety of clerical duties in support of classroom activities, such as preparing, typing, copying and filing instructional materials. Grade student tests and assignments, recording of grades and attendance, lunch reports and maintaining student records and files as assigned.
2. Operate and care for instructional equipment and materials as assigned by the teacher. This includes preparing the room for the activity, obtaining the required material and equipment, operation of the equipment and the return of all materials and equipment to storage.
3. Assist the certificated teacher with the supervision of students during non-instructional times, such as emergency drills, assemblies, cafeteria, restrooms, field trips, hallways, playground and bus loading / unloading activities.

4. Assist students with clothing, wash-up and toilet routines, including diapering if necessary.
5. Assist with lunch, snacks and other clean-up duties, as assigned.
6. Assure the health and safety of students by following established practices and procedures and maintain the learning environment in a safe, orderly and clean manner.
7. Observe and control behavior of students in the classroom according to approved procedures, monitor students during outdoor activities as directed, become familiar with student IEP goals and report progress regarding student performance and behavior to supervising teacher.

PROFESSIONAL RESPONSIBILITIES:

1. Participate in professional growth activities.
2. Participate in in-service training programs.
3. Follow the communicated policies and procedures of the school district.
4. Demonstrate professional responsibility and ethical behavior.
5. Assume responsibilities outside the classroom
6. Demonstrate the ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks at expected levels of professionalism.
7. Demonstrate extensive knowledge of, and ability to, perform duties in full compliance with all district, Board of Education, State and Federal laws, methods, requirements, policies, procedures and activities pertinent to the duties of this position.
8. Demonstrate ability to work independently with minimum supervision.
9. Demonstrate ability to use independent judgment and initiative to act without being asked.
10. Demonstrate effective and appropriate interpersonal relationships with students, educational staff, parents and staff.
11. Respect the confidentiality of information regarding students and be discreet in dealing with parents and educational personnel.
12. Perform all other duties as assigned by supervisor(s).

PROFESSIONAL DO'S AND DO NOT'S

DO

- Verbally praise students for their hard work.
- Assist other students when the student(s) you usually work with do not need assistance. (Avoid sitting in one spot.)
- Use assertive communication when speaking with teachers and students.
- Report any signs of abuse or neglect as soon as you see them. You are a mandatory reporter. Document evidence and visit with your building administrator on how to report.
- Use direct instruction when teaching a small group.
- Be confident and patient. Provide programming suggestions for consideration to the teacher.
- Be kind, but firm. Follow through with what you tell students.
- Report bullying to the classroom teacher and intervene when appropriate.
- Use your cell phone for emergencies only. Avoid texting and taking personal calls while working.
- Ask questions or share concerns with the teacher.
- Follow your schedule, but be flexible if asked to do something else.
- Inform teachers of schedule changes.
- Complete student documentation as necessary.
- Be on time. Take your 30 minute lunch break. Clock in and out appropriately.
- Be a good role model for students by picking up trash, helping others when needed, dressing appropriately, and showing respect for all.
- Direct all parent or teacher questions to the case manager (special education teacher) or administrator. This is for your benefit.
- Avoid gossip and confront concerns directly without involving others who are not involved.
- Follow the chain of command in dealing with any concerns (i.e. classroom teacher, building administrator, central office).
- Follow directions given by the teacher and discuss decisions regarding instruction or management changes in advance.
- Be consistent in implementing instructional strategies, behavior plans, and classroom routines that were established by the teacher.
- Be present and attentive. Supervise student(s) in your care at all times - avoid distractions.

DO NOT....

- Take photos/videos of any student for social media or on a temporary basis without prior knowledge of parent consent!
- Speak about students to anyone who does not work directly with the student!
- Give any formal or standardized tests or interpret results without training.
- Work on personal activities (i.e. homework) while on the clock.
- Smoke on school grounds.
- Share personal religious or political beliefs.

JOB RULES & REGULATIONS

ABSENCES: When you are going to be gone, and you know in advance, please let the special education teacher(s), the administrator, and school secretary know in order to prepare for your absence. You will need to fill out a request for personal time off in Kronos. If you are sick, please follow your building procedures in order to get a substitute as quickly as possible.

CELL PHONE USAGE: Refrain from taking personal calls and sending text messages unless absolutely necessary. Usage is limited to communicating with the classroom teacher and using teacher requested alarms – all other technology usage should be limited to clocked-out lunch break.

PROFESSIONAL DEVELOPMENT REQUIREMENTS: Attend required meetings and professional development. Complete and document your required professional development hours on the provided PD Google form and submit to the special education department by the end of the school year. New hires are expected to complete 15 hours of professional development. Returning paraprofessionals are expected to complete 10 hours of professional development. Certificated teachers who are paraprofessionals are not required to complete professional development hours. If you need assistance in finding PD opportunities, contact the special education department.

CONFIDENTIALITY: You will have daily access to information about students that must remain confidential such as academic achievement, test scores, student behavior, attendance, family problems, special education eligibility, and other personal information. You must keep information regarding students and their families confidential. It is required by law, and breaking confidentiality will result in termination. You must act according to the laws that protect student privacy (FERPA).

There are two questions to guide whether or not to share student information.

1. Is the person requesting the information directly involved with the student's education?
2. Will the student benefit if the person receives the information?

Below are some ways to avoid confidentiality problems:

- Do not point out or label children in public or anywhere outside of school.
- Avoid sharing personal information with anyone not directly involved with the student.
- Avoid using names if you are asked about your job.
- Suggest that questions be directed to the teachers or parent.
- Be careful not to distort, exaggerate or confuse information.
- Never use student information as gossip or as a joke.
- Consider your words carefully in the workroom (teacher's lounge), where it is very easy to say something unintentionally. Remember, students deserve the respect you would provide your own child or family member.
- Focus comments on student strengths and be positive.
- At any time if you are unsure whether to answer, DO NOT in a polite manner.

SPECIAL EDUCATION DEPARTMENT CONTACT INFORMATION

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