



# Murphy-Harpst

LIFE AND HOPE FOR CHILDREN

## SCHOOL PARAPROFESSIONAL

### POSITION DETAILS

- **Status:** Hourly, Non-exempt – Full Time
- **Department:** Glen York Academy
- **Reports To:** Lead Paraprofessional
- **Work Schedule:** 8-hr shift Mon-Fri 8 am to 4 pm on school days; may be assigned to work on residential cottages on non-school days, if needed.

### RESPONSIBILITIES

- Work with students under the supervision of a classroom teacher in tutorial and group instructional settings.
- As a member of the teaching team, is responsible for the implementation of the student's Individual Education Plan as well as maintaining control of student's behaviors under the guidance of the special education teacher.
- Prepare accurate and timely documentation on assigned documentation and reports.
- Provide calm, ongoing feedback to students on classroom assignments and behavior.
- Assist teachers and supervisor with student assessment, grading work and tests and collecting data on student progress; routine record keeping activities; preparation of materials for instruction including copying materials, constructing displays/ bulletin boards, and supplying learning centers.
- Assisting in maintaining inventories of school supplies and attending all scheduled meetings for the education employees.
- Maintain certifications to perform physical restraints when necessary, as well as CPR/First aid.

### QUALIFICATIONS

- Must hold a High School Diploma or equivalent.
- Paraprofessional Certification
- Minimum one year of experience working with children
- Must have the ability to work well with children who are emotionally disturbed
- Basic computer skills required.
- Must be twenty-one (21) years of age and have a current/ valid driver's license.