



T U L S A

PUBLIC SCHOOLS

Job Title: MD Paraprofessional

Reports to: Site Administrator
Department: Special Education and Student Services
Number of Days: 172
Compensation: Hourly Grade 10
Overtime Status: Non-Exempt
Date Job Revised: May 27, 2015

Position Summary: Under the direct supervision of the MD teacher, works with assigned students with severe to profound disabilities to assist students to access all aspect of the educational environment of the school.

Minimum Qualifications/Job Requirements:

Education:

- High School Diploma or GED
- 48 earned college credit hours from an accredited college or university or successful passage of the Highly Qualified Test.

Specific Training/Skills:

- CPR and First Aid training and re-certification as required
- OSDE Paraprofessional Registry must be completed prior to employment as a paraprofessional; an individual may be placed as a teacher assistant in a paraprofessional position until they have obtained their paraprofessional training certificate; however, they are placed at the teacher assistant rate of pay and once the paraprofessional certificate is received, their salary is changed to the paraprofessional rate.
- Annually complete 6 hours of staff development specifically designed for support personnel working with students who have severe/profound disabilities.

Physical Requirements (If Applicable):

- No medical restrictions or limitation for lifting, walking, running, standing, etc

Other:

- Maintain confidentiality
- Protect and promote student's rights to dignity, privacy and respect

Essential Job Functions:

- Assist in the implementation of teacher prepared instruction with individual students under direct supervision of the teacher.
- Implement supplementary work for students as prepared by the teacher under direct teacher supervision.
- Reinforce skills previously presented by the teacher with small groups of students when directed by the teacher.

- Administer classroom assessment instruments (spelling test, etc.) and score objective tests and written papers and keep appropriate records for teacher.
- Assist the teacher in observing, recording and charting behavior.
- Implement behavioral management strategies – using the same emphasis and techniques per direction provided by the teacher.
- Assist the teacher with behavior plans, crisis problems and discipline.
- Assist with the preparation of materials for use in specific instructional programs.
- Reinforce instruction and provide assistance with self-help skills (e.g., feeding, toilet training, diapering, personal hygiene needs/matters, dressing).
- Provide catheterization and colostomy assistance when required
- Monitor students using life support equipment.
- Assist students in using wheelchair, lifts and other devices used to transport students from one activity to another.
- Perform other duties as assigned.

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