



Pahin Sinte Owayawa  
Porcupine School  
Position Description



**POSITION DESCRIPTION**

<b>Position:</b>	Special Education Paraprofessional	<b>Status:</b>	Exempt
<b>Salary:</b>	Hourly Pay Scale	<b>Length:</b>	School Year

**JOB RESPONSIBILITIES:**

1. Follow teacher's lesson plans and may assist in preparation of plans based on teachers' direction and exploration of students' academic needs.
2. Assist in the evaluation of the instructional and the students' progress and problems.
3. Will accompany students on field trips as needed.
4. Attend in-service training sessions and other school activities.
5. Respect confidential nature of student records and school reports.
6. Maintains confidentiality about all aspects of student performance and written and oral records.
7. Work cooperatively with students, parents, teachers, administrators and representatives of various community groups and agencies.
8. May require working one-on-one with child(ren) enrolled in the ECP Program.
9. Maintain Special Education logs.
10. Adhere to all policy and procedures.
11. Other duties as assigned by the supervisor.

**QUALIFICATIONS, KNOWLEDGE AND ABILITIES:**

- AA Associate Degree in education, 48 credit hours or a Paraprofessional Praxis Certificate.
- Ability to lift up to 50 lbs.
- Ability to physically assist student with special needs as required (positioning, lifting, transferring, restraining, etc.)
- Ability to keep accurate logs and records.
- Ability to follow student goals and objectives.
- Ability to transition between various activities on a daily basis. (classes, lunch, and other school related functions)
- Learn to use computers and other standard equipment effectively.
- Must possess and maintain a valid driver's license and remain insured at the standard insurance rate.
- Knowledge of the Pine Ridge Indian Reservation.
- Indian and Veteran preference is considered according to applicable law.