

**SANBORN REGIONAL SCHOOL DISTRICT  
JOB DESCRIPTION – PARAPROFESSIONAL**

Job Title	Paraprofessional
Supervisor	Building Principal/ Assistant Principal
Qualifications:	Minimum High School diploma or equivalent, Associates Degree or higher preferred. Obtain and maintain certification as a New Hampshire paraprofessional educator I or II. Obtain and maintain preventative, crisis, and postvention training as determined by the district.
Purpose	To assist students to achieve their individual potential by providing supports in regular education and special education classrooms.
Performance Responsibilities	<ul style="list-style-type: none"> <li>• Complete any record keeping activities and support activities related to all Student Services. Tasks include, but are not limited to, Medicaid documentation, data collection, and specific student care plans (including toileting needs) as defined by the special education team.</li> <li>• Seek and accept direction and supervision as needed. Attend meetings with case managers and building coordinators as scheduled.</li> <li>• Inform Student Services personnel of any needed schedule changes in order to provide effective service delivery within the schools and within the student services programs.</li> <li>• As directed by the classroom teacher and/or special education teacher, help enforce classroom expectations in accordance with district policies. If there are concerns about specific students, these concerns will be shared privately with the classroom teacher and/or special education teacher to determine best course of action.</li> <li>• Under the direction of the special education teacher and classroom teacher, help to identify appropriate accommodations and modifications of assignments for students. If aware of concerns about classroom and/or behavioral performance, alert Special education/regular education teacher in a timely manner.</li> <li>• Maintain total confidentiality within the school and the general community. Direct communication from parents will be redirected to administration, special education teachers, special education building coordinators, or other professional staff.</li> <li>• Maintain appropriate social boundaries including, but not limited to social media, personal interactions with students and/or families. Exchange personal information only with pre-approval of administration and/or special education coordinator.</li> <li>• Support all students within the classroom, within the small group setting or within a 1:1 learning environment as directed by administrators, the special education building coordinator, special education teachers, and/or classroom teachers. Priority given to identified special education and 504 students.</li> <li>• Other duties as assigned by the building level Assistant Principal/Principal and/or Director of Student Services</li> </ul>
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	12-month year
Evaluation	Evaluation by the Building Principal/ Assistant Principal in accordance with district policies

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

September, 2021

May, 2013

June, 1986