



JOB DESCRIPTION

Job Title	Educational Paraprofessional	Job Grade	10
Department	MLS	Supervisor	Director of Organizational Development

POSITION SUMMARY

The Educational Paraprofessional will support students with diverse learning needs in a K–12 transition classroom, helping them build essential life skills, vocational competencies, and social-emotional abilities to prepare for post-secondary success. This role is ideal for someone passionate about empowering students to thrive in real-world settings through hands-on learning, structured routines, and individualized support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Life Skills Support**
 - Assist students with daily living activities such as hygiene, cooking, budgeting, and time management.
 - Model and reinforce routines that promote independence and self-care.
- **Vocational Training**
 - Support students in school-based and community-based job experiences.
 - Help implement vocational tasks such as resume writing, interview practice, and workplace etiquette.
 - Supervise students during job site visits and provide constructive feedback.
- **Social Skills Development**
 - Facilitate structured peer interactions, role-playing scenarios, group activities to build communication and collaboration and real-life social situations (e.g., greeting visitors, phone etiquette, grocery shopping).
 - Reinforce appropriate communication, problem-solving, self-regulation strategies and conflict-resolutions strategies throughout the day.
 - Encourage participation in shared household routines to build independence and teamwork.
- **Instructional Support**
 - Work to implement IEP goals and transition plans.
 - Adapt materials and activities to meet individual student needs.
 - Collect data and observations to monitor student progress aligned with IEP and transition goals
- **Classroom & Community Integration**
 - Assist students in navigating the home environment safely and purposefully (e.g., cooking, cleaning, organizing personal spaces).

- Support transitions between classroom, residential routines, and community settings
- Accompany and supervise students during field trips, outings, or vocational tasks in the community while promoting appropriate behavior and skill use.

JOB REQUIREMENTS

- Be 18 years of age.
- High School Diploma or equivalent (Associate’s degree or higher preferred)
- Experience working with students with disabilities or in special education settings
- Strong interpersonal and communication skills
- Patience, flexibility and a commitment to student growth
- Basic knowledge of assistive technology and adaptive tools
- Understanding of Chapter 14 and IDEA
- Awareness of Department of Human Services and Office of Developmental Programs
- Able to follow IEP goals/objectives and specially designed instruction
- All other duties as assigned

This Job description is subject to change.

Employee Name: (print)		Date:	
Employee Signature:			
Supervisor/HR Signature:			