



---

## Job Description: One-on-One Paraprofessional

*"Discipling young people to make a difference in their world"*

---

<b>Job Classification:</b>	Contracted Employee through the Parent of the ESS Student
<b>Provisional Period:</b>	Student Attendance Days
<b>Department:</b>	Exceptional Student Services
<b>Assignment Category:</b>	Part-/Full-time

### Job Description Summary:

The DCS Exceptional Student Services (ESS) One-on-One paraprofessional is responsible for providing support, assisting in care, supervision, and instruction by implementing accommodations/modifications as outlined in the Exceptional Student Services Plan for the designated student.

### Ministry Description Summary:

He/she has a calling in his/her heart to serve God; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a member of DCS.

### Specific Job Duties:

- Be familiar with and follow school handbooks
- Follow the Matthew 18 principle in dealing with conflict with children, parents, staff, and administration
- Maintain a teachable attitude
- Know the procedures for the School Emergency Response Plan and student safety
- Perform duties that are assigned by the ESS Lead, ESS Director, or campus Administrator
- Inform the ESS Lead promptly if unable to fulfill any duty assigned
- Work as a team with other staff, maintaining a supportive and encouraging relationship with other teachers, and assisting in the development/implementation of programs/processes to enhance the school's overall program
- Effectively represent the school, its program, policies, and philosophy to the community
- Support a student in the completion of classroom activities, assignments, and/or materials under the direction of the ESS Director, Lead, or Co-teacher
- Administer tests, homework, make-up work, and independent studies to support the student's individual needs and plan
- Communicate with ESS Lead when additional support or concerns arise
- Implements, under the supervision of the ESS Director/Lead/or Co-teacher, research-based interventions for academic, behavioral, and executive functioning support
- Supervises individual support under the supervision of the assigned teacher
- When the designated student does not need support, the one-on-one paraprofessional may support other students, **only with the signed approval of parents**
- Collects data for progress monitoring, student goals, student behavior, and individual needs

**Performance Standards/Skills required:**

- Ability to demonstrate regular attendance
- Maintains a professional demeanor with students and staff
- Maintains confidentiality
- Presents a calm manner
- Capable of multitasking
- Able to flex with interruptions and last-minute changes
- Displays good communication skills
- Possesses basic organizational skills/efficient
- Has a teachable spirit

**Job Factors:**

- **Minimum Education level required:** Associate's degree or Paraprofessional Certification
- **Minimum experience level required:** At the discretion of the Exceptional Student Services Director
- **Reports to:** Exceptional Student Services Director/Lead
- **Supervision exercised:** Designated Student

**Specialized Duties:**

- Understand the value of providing instructional services to exceptional students
- Practice ethical and professional standards of conduct, including the requirements of confidentiality
- Provide behavioral support and management
- Organize and prepare instructional materials for students
- Motivate and assist children
- Use technology to assist teaching/learning