

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED
STATES VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
Internal/ External

POSITION TITLE: Special Education Paraprofessional

LOCATION: St. Croix, U.S.V.I.

Interested persons should contact: DIVISION OF HUMAN RESOURCES
(340) 772-3848

Deadline for applying: May 28, 2008

Salary Range: \$20,775.00 - per annum

Union: American Federation of Teachers - Paraprofessional

DESCRIPTION

The special education paraprofessional assists with providing appropriate educational opportunities and instruction for each student, according to the guidelines established by the VI Department of Education. Under the direct supervision of the principal, individuals perform routine and non-specialized work relating mainly to the non-teaching activities in a school. An employee in this class is required to perform a variety of routine and generalized work, while assisting Special Education teachers in providing supportive learning environments that facilitate inclusion of learners with diverse learning needs, and protects the safety, health, and well-being of learners and staff. The scope of work to be performed by the Paraprofessional impacts students from preschool to high school.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Assists by participating in the implementation of educational and other services designed for children with various degrees of disabilities;
- Accompanies students to and from their homes when required;
- Assists with personal and hygiene care of male and female students;
- Maintains open communication with parents, faculty and staff;
- Works closely with health services and guidance personnel to assist students with special problems;
- Supervises students with disabilities in various school settings such as the playground, lunchroom, and study periods;
- Instructs individual or small groups of learners following lesson plans developed by the teacher;
- Assists individual learners with supplementary/independent study projects as assigned by the teacher;
- Prepares learning/instructional material and bulletin boards and maintain learning centers;
- Participates in regularly scheduled teacher and paraprofessional meetings that may also include other team members, which will facilitate the planning of learning experiences for individuals and groups of children;
- Maintains, as directed by an occupational or physical therapist, nurse, or speech-language pathologist, adaptive equipment required by learners with physical and sensory disabilities, or health related needs;
- Assists teachers/providers with functional assessment activities to determine a child's developmental level and learning needs, including documenting the data and maintaining learner records required by the state, district, or agency;
- Administers standardized assessment instruments scored and analyzed by teachers or other professional practitioners;
- Supervises students in community-based learning environments to prepare them to make the transition from school-to-work and to participate in the adult world (if required by learner or program needs);
- Familiarizes employers and other members of the community of the needs of individual learners (if required by the program or learner needs);
- Assists occupational and physical therapists, speech language pathologists, and nurses in providing related services (if required by learner or program needs);
- Assist student(s) with transportation needs such as pushing, guiding, and maintaining their wheelchair, walker, etc;

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- Participates in Individualized Educational Plan (IEP) and Individual Family Service Plan (IFSP) planning team meetings as required by learner needs;
- Performs other duties assigned by the supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic school subjects and ability to communicate knowledge to others;
- Knowledge of the special behavior patterns pertaining to student age and growth process;
- Knowledge of and interest in the community and the welfare of its children;
- Knowledge and awareness of ethical and confidential conduct in personal relationships on the job;
- Knowledge, patience and understanding of mentally handicapped children and a sincere desire to assist in their educational development;
- Ability to read and write in grammatically correct sentences;
- Ability and willingness to work with professional and technical supervisors as a team in striving to provide the utmost for development of children;
- Ability to assume the role of teacher and playmate in directing the play of children toward desired objectives;
- Ability to follow clearly written lesson plans;
- Ability to establish and maintain effective working relationships with all persons contacted during the course of work;
- Ability to follow oral and written directions, maintain simple records, absorb training and apply learned skills;
- Ability to follow oral and written directions and to maintain simple records;
- Ability to manage class room time and group control;
- Ability to work cooperatively with students, staff, administrators, parents and others;
- Ability to be tolerant, and patient under stressful situations.

EDUCATION & EXPERIENCE

- Graduation from a recognized college or university with an Associate of Arts Degree in Early Childhood Education, Education or a related field, **or**
- Completion of two (2) years of college to include sixty (60) college credits, **or**
- High School Diploma with fifteen (15) college credits, preferably with two (2) years working experience in youth-related or tutorial programs.

* Applicants with a High School diploma must first pass the state approved Paraprofessional Assessment Exam.

“NO PERSON SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT OR IN ANY EDUCATIONAL PROGRAM OR ACTIVITY OFFERED BY THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION ON ACCOUNT OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, HANDICAP OR AGE”

Alscess Lewis-Brown
Director
Division of Human Resources