



Crosslake Community School
35808 County Road 66
P.O. Box 1020
Crosslake, Minnesota 56442
218-692-5437

Crosslake Community Schools Job Description

Position:

LEAD Special Education Paraprofessional Seat-Based Learning

Location:

Crosslake Community School

Start Date:

Immediate Supervisor:

Director of Seat Based Learning

Special Education Department

Position Summary: Special education paraprofessionals support students based on the needs and accommodations outlined in the Individualized Education Plan (IEP). Duties are determined by the IEP team and special education teacher. **The lead paraprofessional will fulfill this role, as well as come alongside the paraprofessional team members to guide, support and represent.**

Essential Duties and Responsibilities:

- Works primarily with students on an IEP.
- Is familiar with Special Education IEPs of all students assigned.
- Guides children in working and socializing appropriately with other students.
- Provides escort and assistance to students as needed.
- Works closely with and accepts direction from Special Education Teachers and Regular Education Teacher(s) in accordance with student's IEP.
- Implements behavior interventions as directed by Special Education Teachers and/or Director.
- Encourages special education students to maintain appropriate behavior.
- Adheres to the work assignments and schedules as provided by Special Education Teachers.
- Promotes pleasant manner with staff, students, and visitors.
- Maintains confidentiality and data privacy.
- Adheres to school policies and procedures.
- Attends staff meetings and paraprofessional meetings as required.
- **Liaison between paraprofessionals, teachers, administration**
- **Works with Director and Special Education teachers to create and monitor paraprofessional schedule**
- **Represents paras to Director with questions and concerns**

- Other duties as assigned by the Director or Special Education Department

Salary or Hourly Range:

\$13.81 to \$14.65—Current hourly wage scale with additional pay TBD

Work Schedule and Agreement:

- Number of Days: ~~168~~ 165 days with 5 Professional Development days
- Hours per day: 7.5; general business hours are 7:45 a.m. to 3:15 or 8 a.m. to 3:15 p.m. (subject to change)

Frequency Chart:

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit		X		
Use hands		X		
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/ Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		

Required to Lift:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Up to 10 lbs		X		
Up to 25 lbs		X		
Up to 50 lbs		X		
Up to 75 lbs	X			
Up to 100 lbs	X			
More than 100 lbs	X			

Revised:

~~5/24/2021~~ 8-16-24