

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Education Support Professional
Program Support, Inclusion, One to One, Instructional Support

Responsible To:

The Education Support Professional is directly responsible to the Building Principal and/or Associate Principal and/or Administrator of Special Education and/or Assistant Director(s) of Special Education.

General Summary:

The Education Support Professional supports and carries out instruction designed by general and special educators to meet the individual needs of students with or without disabilities in a calm and non-reactionary manner. The Education Support Professional is directly involved in assisting the educator to achieve student success. This may include work with students on IEP goals, monitoring and documenting student progress, and regular communication with the classroom teacher(s) and/or service providers. The Education Support Professional understands boundaries and diplomacy with colleagues, families and community members and communicates information for or from parents/guardians to the classroom teacher (Prek-5), Special Education Liaison (6-12) who will organize the direct communication.

Qualifications:

- Have obtained an associate (or higher) degree, or
 - Have at least two years of post-secondary education that is equivalent to at least 48 credit hours from an accredited higher education institution, or
 - Have met a rigorous standard on one of the formal Massachusetts-endorsed Assessments: Parapro or WorkKeys
- Familiarity with Special Education/IEPs preferred
- Experience with data collection/documentation preferred

Specific Duties:

1. Support and assist students for physical, academic, and/or behavioral needs
2. Implement Positive Behavior Support Plans
3. Manage aggressive behaviors, apply behavior de-escalation and safety skills, and apply programmatic safety training skills as needed (ie. CPI/Safety Care)
4. Toileting/Diapering Students
5. Provide a variety of specialized learning techniques and/or applied behavioral activities pertaining to instruction individualized for student support/instruction
6. Monitor student progress, collect and document appropriate academic and/or behavioral data
7. Implement use of verbal and visual supports for students, model appropriate tasks, skills and behaviors for students
8. Accompany student throughout the day, as needed, for all classes, services, recess, student lunch time, and any other times required (based on requirements as delineated in the IEP or 504)
9. Support classroom teacher with classroom duties, if necessary
10. Facilitate, collaborate and communicate between classroom teachers and special education liaisons regarding the needs of the students served.
11. Participation in district provided job related training

12. Any other duties as assigned by the Building/Special Education Administrators

Other Skills and Abilities Required:

- Demonstrate flexibility and ability to carry out instructions
- Demonstrate ability to maintain confidentiality
- Strong attention to detail and ability to multitask, excellent verbal and written communication skills
- Ability to operate computers, use Google Suite, and other required programs
- Ability to exercise patience, tact and good judgment
- Ability to identify sensitive information and maintain confidentiality
- Ability to succeed in complex and changing environment
- Establish and maintain effective working relationships with students, staff and the school community

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, sit, bend, and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 50 pounds. At times may need to use physical guidance to assist students. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee may be required to walk long distances; use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate to loud. There are often multiple adults engaging with students within the same environment. The employee is required to regularly interact with the students, staff and the public. May be required to work in the following environmental conditions: dusty, cold, hot, indoor and outdoor.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Non-Exempt.

Terms of Employment:

184 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit D Collective Bargaining Agreement. Employment based on successful completion of a background check pursuant to state and/or federal laws.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.