Manistee Intermediate School District

**TITLE:** Para Professional

**FLSA:** Non-exempt

**REPORTS TO:** Classroom Teacher/Special Education Director of Special Education

**QUALIFICATIONS:**
- Trained in Crisis Prevention Management preferred
- Ability to consistently lift and carry 50 pounds
- Knowledge of physical, cognitive, and emotional impairments desirable
- High School diploma required
- Must pass drug test
- Must pass pre-employment physical

**PERFORMANCE RESPONSIBILITIES:**
- Interact with students and supervise classroom activities, playground, lunchroom
- Work in a consistent and individualized manner with students
- Willingness to work in areas of: self help (toileting, diapering, dressing, feeding), medical procedures (gastric tube feedings tracheotomy care) and administering of medication per district policy
- Keep classroom records (attendance, behavior documentation, lunch count)
- Understand and follow policy on confidentiality
- Willingness to deal with a wide range of student behaviors
- Interact appropriately with the public
- Work effectively as a team player
- Understand and implement emergency medical procedures as needed
- Demonstrate a calm demeanor during crisis situations
- Willingness to acquire and develop knowledge of computer technology
- Willingness to be trained in assistive technology and/or sign language
- Willingness to acquire and develop knowledge of computer technology
- Direct students in Community Based Instruction/outdoor education/physical education
- Perform other duties as assigned by supervisor and/or teacher
- Represent MISD with respect, dignity and professionalism at all times

**EMPLOYMENT TERMS:** 182 days during the school year, in accordance with district policies and procedures

**EVALUATION:** Performance will be evaluated by the classroom teacher and supervisor.