



Spooner Area School District

801 County Highway A • Spooner, WI 54801 • 715-635-2171 • www.spooner.k12.wi.us

POSITION: Part Time Special Education Paraprofessional- Spooner Elementary School
(Beginning 2025/26 School Year)

REPORTS TO: Director of Pupil Services and/or Building Principal

GENERAL FUNCTION: Work with individual and/or groups of students under the supervision and/or direction of a licensed staff member in the supervision and instruction of students; assist students by modeling the necessary skills to complete assignments; follow educational and student-specific academic or behavior plans; model appropriate behavioral expectations and interactions with students and staff; and assist with student-specific health care needs including, but not limited to, toileting, dressing, positioning, feeding and nutrition. Special education aides will receive a variety of assignments relative to the assigned students and IEP directives.

ESSENTIAL FUNCTIONS:

- Solution seeking, positive, flexible and innovative instructional practices and conduct with students, families, and colleagues.
- Adapt classroom activities, assignments, and/or other materials under the direction of the classroom teacher for the purpose of supporting and reinforcing classroom goals.
- Communicate with teachers and other District personnel for the purpose of assisting in student instruction.
- Under the direction of the special education teacher, implement lesson plans to present and/or reinforce learning concepts through reteaching, practicing, and reviewing concepts.
- Maintain classroom equipment and work areas for the purpose of ensuring the availability of a safe learning environment.
- Monitor individual and/or groups of students in a variety of settings (e.g. restrooms, playgrounds, hallways, bus loading zones, lunchroom, assemblies, field trips) with the purpose of maintaining a safe and positive learning environment.
- Provide, under direction of the teacher, instruction to students in a variety of individual and group activities (e.g. self-esteem, behavioral skills, daily living skills, etc.) for the purpose of monitoring goals for remediation while ensuring student success.
- Document students' daily activities (e.g. behavior, completed assignments, attention, on/off task, etc.) based on the student's IEP program.
- Model conversation, listening skills, and everyday interactions with others for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner.
- Respond to emergency situations (e.g. injured students, fights, physical aggression, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Adhere to safety practices operating standard office equipment including computer, tablet, and cloud applications.
- All other tasks or duties assigned by the Director of Pupil Services and/or building Principal.

REQUIREMENTS/SKILLS:

- Ability to work up to 8 hour shifts if necessary
- Ability to lift 50 lbs on occasion and 20 lbs regularly, without physically straining the body.
- Ability to talk and/or use hand to finger, handle or touch objects, tools, or controls.
- Ability to regularly stand, walk, and/or sit and occasionally reach above shoulders, climb, stoop, kneel, crouch, or crawl.
- Vision abilities needed include close, distance, color, peripheral, depth perception, and ability to adjust focus.
- Adaptability to work with emotionally, physically and/or cognitively impaired students; maintain composure under stressful situations, communicate with diverse groups, and adapt to changing work priorities.
- Maintain confidentiality and student records.
- Strong collaboration and team building skills.
- Critical thinking and problem solving skills with the ability to exercise independent judgment and make decisions within prescribed boundaries.
- Time management, organizational, and prioritization skills with the ability to manage multiple tasks with frequent interruptions.
- Strong verbal and written communication skills with the ability to communicate, interact, and work effectively and cooperatively with people from diverse backgrounds.
- Work cooperatively with all school personnel, families, and students.
- Maintain a cheerful and positive attitude when in contact with the public, guests, school personnel, and students.
- Wisconsin Special Education Program Aide License.
- Valid driver's license, transportation of student(s) may be necessary.
- Know and follow District guidelines as set forth for the assigned position, employee handbook, and District policies.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

The Spooner Area School District is an equal opportunity employer and does not discriminate against applicants on the basis of race, color, sex, creed, age, ancestry, national origin, sexual orientation, gender identity/expression, political affiliation, marital status, disability or arrest.

This document describes general information about the position however should not be considered as comprehensive. The Spooner Area School District reserves the right to modify job duties or descriptions at any time. This document is not an employment contract.

Term:	9 Month- School Year Position
Wage/Salary:	Starting wage at \$16.89/hour
Benefits:	Position does not qualify for District Benefits
Application:	Apply on WECAN at https://wecan.waspa.org/
Deadline:	Open until filled