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# Example of Paraprofessional Job Description

Our growing company is looking to fill the role of paraprofessional. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for paraprofessional

* Contributes information and/or attend IEP/IFSP or other staff meetings
* Provides behavior management support and implement components of Behavior Intervention Plans
* Provides clerical/technical support
* Provides personal/health assistance
* Consults with others on the educational team
* Provide physical prompting
* Assistance with ADL skills
* Assistance with orientation and mobility
* Reinforcement of skills and concepts introduced by a teacher
* Assist student with performance of daily living skills to include but not limited to eating, dressing, toileting, and maintaining personal hygiene

## Qualifications for paraprofessional

* Advanced level working knowledge of Microsoft Office
* Comfortable working with students dealing with disabilities
* Minimum of 2 years of experience in heavy bookkeeping environment (understand debits and credits, bank reconciliations)
* Completed a minimum of 60 college credits or working toward an Associate's or Bachelor's degree in a related field (e.g., Education, Psychology)
* Familiarity with Applied Behavior Analysis
* Assist student with safe transitions from one activity or setting to another