



Diocese of Fort Worth Position Description

Position: Kindergarten Special Education Paraprofessional - Part-Time
Date Revised: May 14, 2019
Reports to: Principal and Kindergarten teacher
Location: Holy Family Catholic School
6146 Pershing Avenue
Fort Worth, TX 76107
www.fwdioc.org/employment

The Diocese of Fort Worth, Texas includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 1.1 million Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

General Position Summary: Facilitate inclusive learning strategies and promote independence for a Kindergarten student with Down Syndrome. The candidate must be able to implement classroom modifications, adaptations, positive behavior support plan and small group instruction. This job takes patience, creativity, and on the spot problem solving.

Principal Accountabilities:

- Facilitates and supports social interactions between students with disabilities and students without. Fosters positive relationships between all students.
- Assists in the establishment of natural supports for each student (e.g. peer support, groups, partners, circle or friends, general education teachers).
- Utilizes positive strategies to support student behaviors – reinforce desired behaviors, redirect, and no reinforcement for inappropriate behaviors.
- Works collaboratively with other team members (e.g. teachers, therapists, assistants and administrators) to provide direct service as a member of student planning teams.
- Supports students to be active participants in appropriate activities (P.E., assemblies, and field trips).
- Assists all students by modeling appropriate behavior and attitudes.
- Participate in staff development as assigned.
- Documents progress student is making on the IEP goals as directed by teacher.
- Asks teacher for support when not sure how to include a student in a class activity (student should be doing what class is doing as much as possible).
- Promotes student independence by stepping back, *not sitting next to the student*, engaging peers, and by assisting other students in the class.
- Develop and foster independence by encouraging student to perform tasks alone and fading support when necessary.
- Keeps an awareness of the level of prompting provided – always giving wait time and using cues to prevent learned dependence.



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- Follows teacher direction for making modifications and accommodations and asks for assistance when needed.
- Ability to be punctual and arrive on time in the morning and getting back to the classroom after breaks.
- Demonstrates flexibility when asked to make changes within the school days i.e. schedule & student responsibilities.
- Implements positive behavior support plans as defined by the team.
- Communicates respectfully and appropriately with all staff and students.
- Honors confidentiality – does not share student information except with immediate team members.
- Collaborate with student, parents, teachers, school staff, designated therapists and professional supports to provide direct and indirect support to implement student's Education Plan.
- Complete daily communication log and record data on educational goals as required.
- Provide daily feedback to general education teacher on what's working and what's not working.
- Recommend and implement age appropriate learning aides to increase interest and participation.
- Demonstrate an ability to think creatively and independently both with and without the aid of technology.
- Collaborate with school personnel to maintain appropriate supervision and awareness of students.
- Assist teacher in creating a classroom culture of belonging for all children while providing opportunities for individual differences.
- Perform other duties as directed by the general education teacher.
- Participate in meaningful and continuous professional development training as requested by general education teacher.
- Maintain an appropriate and professional rapport with all students.
- Use 'person-first' language to encourage development of inclusive and respectful school culture.
- Abide by the school policies and rules.
- Assist with personal care if necessary.

Supervision Given and/or Received:

- Supervision is provided by the Principal and Kindergarten teacher

Internal Contacts:

- Effectively communicate with teachers and staff at this location.

External Contacts:

- Parents, volunteers and employees throughout the diocese

Working Conditions and/or Physical Requirements:

- Working hours: 7:45am-12:00pm



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- Required to manage high to moderate levels of stress
- Required to work in standard classroom and school conditions
- Required to lift or carry classroom supplies, textbooks, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations with noise, activity, and inclement weather

Travel Requirements:

- Limited travel may be required

Education and Experience Preferred:

- Associates degree required but a bachelor’s degree is preferred
- Previous job experience in effectively working with children with special needs preferred

Knowledge and Skills Preferred:

- Previous job experience or training in implementing Positive Behavior Support Plans preferred.
- Previous job experience in working in an inclusive general education environment or have a shared understanding of inclusive education preferred.
- Submit completed employment application, resume, and references.
- Meet requirements of the Diocese of Fort Worth, including but not limited to, appropriate training, fingerprinting, and background checks.

FLSA Designation: Non-Exempt

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Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or



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requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.