



Lakes Country Service Cooperative

Job Title: Special Education Paraprofessional

Division/Department: Education/ Lakes Country Academy

Reports To: Site Administrator

FLSA Status: Non-Exempt

Job Type: Part-Time

Hours/Days: 33.75 hrs/week | 180 days/yr

Position Summary

Under supervision by licensed staff, the Special Education Paraprofessional assists students through the application of positive behavior support with academic/functional tasks, building social skills and assisting special education staff with a student's behavior either individually or in small groups.

Supervisory Responsibilities

- None

Essential Duties and Responsibilities include the following, but are not limited to:

- Provide ongoing input and suggest modifications to lessons as needed for students and as specified in the IEP under the direction of licensed staff.
- Assist licensed staff with preparing and assembling materials for instruction, projects, events, and other activities.
- Collects and maintains daily data sheets as directed by supervising teacher and behavior team.
- Assist program staff in handling behavioral issues, processing with student(s) and working closely with all staff.
- Participate and attend any IEP or other team/behavioral meetings, if requested.
- Inform the case manager and other staff informed of progress, incidents, and other concerns.
- Comply with any Minnesota Department of Education or County mandated reporting requirements.
- Attends in-services and workshops as appropriate.
- Assist teacher(s) with students by guiding, assisting, or reinforcing lessons.



Lakes Country Service Cooperative

- Explain or interpret instructions and assignments while working with students in small groups or 1:1.
- Projects a positive, cooperative, and respectful attitude with students and program employees.
- Provides program administration with adequate and timely information.
- Provides support to students and staff to promote a safe learning environment.

Secondary Duties and Responsibilities include the following, but not limited to:

- Other duties as assigned.

Educational, Technical and Other Requirements:

- High school diploma or equivalent
- Highly Qualified status required:
 - A minimum of 60 accumulated post-secondary credits,
 - OR a completed Associates (2yr) Degree,
 - OR may substitute a passing score on either the ParaEducator or ParaPro exam for the post-secondary credits. The exam may be taken after hire but must be passed within 60 days of hire for continued employment.
- Current Professional Crisis Management (PCM) certification or the ability to complete PCM training is required.
- Current Ukeru training certification or the ability to complete Ukeru training is required.
- Experience working with students who have severe behavior problems is preferred.
- Working knowledge of Microsoft Office, Google Drive products, and other technology mediums.
- Must be able to maintain a valid drivers' license and a safe driving record.

Skills:

- Excellent Customer Service skills.
- Excellent oral and written communication skills and ability to consistently convey a positive and professional image to co-workers, members, and the general public.
- Participative working style - advocate of team environment.



Lakes Country Service Cooperative

- Ability to positively interact and communicate effectively with students to encourage appropriate behavior.
- Ability to positively interact and communicate effectively, both orally and in writing, with co-workers and program staff.
- Ability to function in stressful situations and to exercise good judgment under potentially dangerous conditions.
- Ability to accept direction from multiple sources.

Physical Requirements/Working Conditions:

- Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Position involves lifting, carrying, pushing, or pulling items with a strength factor of light to medium work.
- Position may occasionally lift in excess of 50 pounds in removal or physical restraint of students.
- Position requires occasional prolonged position in any combination of stooping, squatting, kneeling, reaching, and bending.
- Position requires extended periods of standing/walking during the shift.
- Position involves occasional personal support of students in various settings.
- Position involves the physical ability to perform restrictive procedures.
- Possess dexterity of hands and fingers to operate equipment.
- See to read a variety of materials.
- Quick response to emergency situations.
- Exposure to communicable disease, airborne pathogens, and bodily fluids.
- Exposure to students with severe emotional disturbances.
- Exposure to physical injury from students.
- Exposure to emotional outbursts.
- Position may be exposed occasionally to disagreeable conditions involving student contact.

Company Overview



Lakes Country Service Cooperative

Lakes Country Service Cooperative (LCSC) is a public, nonprofit agency committed to delivering high-quality, innovative services that support the success of our members. As one of nine independent service cooperatives in Minnesota, LCSC was established by the Minnesota Legislature to provide specialized programs and resources that strengthen communities across the region.

Guided by our mission—"**We advocate for strong communities through service and leadership**"—we work collaboratively with schools, local governments, and other organizations to enhance education, administrative efficiency, and community development. Our core values of **leadership, collaboration, and service** drive our approach, ensuring that we meet the evolving needs of our members with integrity and dedication.

With a vision of "**Learning, leading, and innovating to achieve vibrant, inclusive communities**," LCSC continues to be a trusted partner in fostering growth, innovation, and excellence in the communities we serve.

Equal Opportunity Statement

Lakes Country Service Cooperative (LCSC) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Conclusion

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.



Lakes Country Service Cooperative

Employee Signature

Date Signed

Supervisor/Manager Signature

Date Signed