



BAYFIELD SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Exceptional Student Services (ESS) Paraprofessional

Work Year: 171 days

Department: Building to be determined by district need

Reports to: Bayfield School District Principals

OVERVIEW

To provide assistance to the school principal and teachers on all assigned activities of the school site and students; to support students with academic and behavior systems; and to assist in the supervision of all students.

Bayfield School District is located in the mountains of Southwest Colorado and is a short drive to Purgatory Resort, Wolf Creek Ski Area, and historic Durango. La Plata County is a world-class environment for outdoor enthusiasts with miles of trails for hiking and biking, wild rivers for rafting, breathtaking lakes for fishing and boating, and winter ski opportunities to complete 12-months of recreation. Moreover, the Bayfield School District has strong partnerships with Fort Lewis College and a Pueblo Community College campus on district property where students and community members share our zest for life-long learning.

Our community places a high value on supporting whole-child learning for each student. Our new mission statement demonstrates our caring for students and community: Maximize and personalize student achievement, in partnership with community and staff, to ensure future-ready citizens through a safe and supportive school culture.

Our Board of Education adopted a future-focused strategic values plan with four values: Our Students, Our Community, Our People, and Our Well-Being. We believe students are the most important part of our work and learning experiences are opportunities for innovation and productive struggle; additionally, true learning should also engage our hearts, minds, and dreams. We call our work to inspire students and create global-ready citizens our Wolverine Way.

Bayfield District is dedicated to attracting and to retaining high-quality educators and leaders. You will be warmly welcomed into our Bayfield Family, provided opportunities to learn and grow, and challenged to be your very best as you share our vision: *Each Student, Each Day: Wolverine Way*.

Bayfield School District is committed to providing a challenging and engaging educational experience for all its students. The district serves a diverse community that expects student success, and Bayfield is a leader in academic excellence with a focus on child development and community building. With top ratings at the

state and national levels for outstanding classroom teachers, exemplary schools, and programs that support student achievement - BSD is a great place to live and work!

QUALIFICATION

- High School diploma or equivalent.
- Ability to perform physical labor, including lifting of up to 50 pounds.
- Experience in working with children.
- Strong verbal communication skills.
- Positive interactions and work experiences with diverse people.
- Maintain a valid Colorado driver's license.
- Submit fingerprints for a criminal background check.
- Completed and submitted BSD on-line application.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each of the following essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide support to ESS students in the regular and ESS classrooms. Supports may include assisting students by adapting work, monitoring and enforcing social and acceptable behavior, implementing health care plans, toileting assistant, academic support, etc. Assist children in the classroom, cafeteria, at recess, in labs or any other time help is required, including getting on and off the bus. Assist in crisis situations often involving physically-active students including, but not limited to, student crisis prevention training (CPI) and documentation. Furthermore, understand state laws, rules and regulations pertaining to management of behaviors and protocol safeguards. Implement specialized intervention programs. These supports are defined in student individualized educational plans, called IEP, and are provided under the direct supervision of the case manager/teacher.
- Mentor, support and assist students with a variety of abilities and disabilities to become competent, independent adults.
- Assist students and case manager/teachers on field trips.
- Assist with administering tests or assessments.
- Assist case manager/teacher with paperwork and documentation of progress on goals and updates to plans.
- Maintain student confidentiality, following state regulations and district protocols around confidentiality.
- Collaborate with ESS teacher/case manager on implementation of individual student plans.
- Attend required professional development, including CPI, CPR and First Aid (maintain certification).
- Follow behavior support plans, both proactive supports and crisis management, including appropriate use of CPI and maintaining student confidentiality.

- Support eloping students by keeping them within 3-5 feet to ensure the student remains safe. Must be physically able to run and move quickly with student to keep them in close proximity and safe.
- When requested, attend IEP annual or tri-annual meetings as well as staff meetings.
- Positively impact student achievement, using appropriate instructional strategies and strong knowledge of the appropriate curriculum and content area.
- Effectively manage the learning environment.
- Understand, appreciate and make accommodations for student diversity.
- Participate in professional development for continuous learning.
- Work with families in a partnership role.
- Work collaboratively with colleagues and community.
- Follow State legal requirements and District and building policies and procedures.
- Inspire and work collaboratively with staff members and the community.
- Commit to the district vision of *Each Student, Each Day: Wolverine Way*.
- Perform any other related duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

EDUCATION AND TRAINING

- Minimum high school diploma.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- CPI, CPR, and First Aid certifications within 30 days after hire.

SKILLS, KNOWLEDGE, AND EQUIPMENT

- Ability to understand, apply and use personal computers and software applications (e.g., PowerSchool, Word, Excel, Google).
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to report work orally or in writing to supervisor as required.
- Excellent oral and written communication skills; willingness to communicate frequently with families regarding school curriculum and student progress.
- Knowledge of and deep belief in inclusion in the general education classroom for all students, including those on an IEP and/or learning English.
- Dedication to high standards of excellence and the success of all students; ability to personalize instruction for students so that all are challenged to learn.
- Data-driven evidence of closing the achievement gap and deep knowledge of instructional practices that will do so.

- Technologically literate and motivated to use technology to enhance learning.
- Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

SALARY

Per the Bayfield School District [paraprofessional salary schedule](#) based on education and years of experience.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to work outdoors during outdoor student activities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

While performing the duties of this job, the employee is regularly required to sit and talk and frequently required to walk and must be able to stand up frequently. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to hear the difference between bells, buzzers, beeps, horns, etc. The employee frequently communicates through speech.

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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be comfortable functioning in both indoor and outdoor work environments; the employee must be able to drive a vehicle and district equipment.

The noise level in the work environment is usually moderate but can be loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act. The job description and statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry or need for ESS services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for ESS services. Discrimination against employees and applicants for employment based on age, genetic information and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

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