

WELD COUNTY SCHOOL DISTRICT RE-2

POSITION DESCRIPTION

POSITION TITLE: Paraprofessional

REPORTS TO: Building Principal

POSITION SUMMARY:

This position will assist regular and/or special education teachers in obtaining educational goals for students and maintaining a safe and comfortable environment conducive to learning. Reinforce curriculum, activities, and/or skills with small group of students or one-on-one, and collaborate with teacher to implement lesson plans and/or to determine appropriate modifications and/or accommodations for individual students. Supervise students in various school locations and activities. Supervise student behavior and safety, and implement discipline and emergency procedures as needed. You may have to assist teacher with clerical and organizational duties.

EDUCATION AND QUALIFICATIONS:

High school diploma or equivalent required. Related education beyond high school would be beneficial. Instructional aides who provide instructional support for students in Title 1 programs shall have completed at least two years' study at an institution of higher education or obtained an Associate's Degree; or demonstrated through a formal assessment approved by the district the knowledge and ability to assist in instruction reading/language arts, writing and mathematics or reading readiness, writing readiness, and mathematics readiness.

SKILLS AND KNOWLEDGE:

Strong interpersonal skills. Good English language and communication skills. Proficient reading, writing, and math skills. Ability and willingness to work with children from diverse backgrounds and with various abilities and challenges. Knowledge of child development, behavioral management, and age-appropriate instructional techniques preferred. Basic operating knowledge of office equipment and personal computers may be required at hire; required within one month after hire. Operating knowledge of various adaptive equipment (e.g. electronic wheelchair, braces, lifts, etc.) also may be required within one month after hire.

CERTIFICATES AND LICENSES:

CPR and First Aid certifications may be required at hire.

WORKING ENVIRONMENT:

While performing the duties of this job, the employee may frequently be exposed to moving mechanical parts (e.g. adaptive equipment). The employee is frequently exposed to outdoor weather conditions.

Note – these statements are intended to describe the general nature and level of work being performed by said employee. They are not intended to be an exhaustive list of all responsibilities, skills, and duties required of aides.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board of Education policies that apply to classified personnel.

Print Name: _____

Signature: _____

Date: _____

Updated: November 2017