

## Paraprofessional - Resource

### Purpose Statement

The job of Paraprofessional is done for the purpose/s of assistant in the instruction of special needs students under the supervision of a certified teacher in a regular education and/or special education classroom.

### Essential Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Assists students individually or in small groups with lesson assignments (e.g. Math, reading, writing, language, etc.) For the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential.
- Confers with teachers, parents, health professionals, and/or community agency personnel as appropriate for the purpose of assisting in the evaluation of students' progress and/or implementing students' behavioral objectives.
- Establishes positive individual relationships with referred students for the purpose of building the students confidence and self-esteem through recognition, rewards and regular training of age appropriate behavior.
- Implements special strategies for the purpose of improving students' academic success through reinforcing materials or skills based on understanding of individual students, their needs, interests and abilities.
- Monitors individual or small groups of students for the purpose of providing a safe and positive environment.
- Participates as a provider in the recording, reporting and gathering of data for the MIPS program for the purpose of meeting MIPS requirements.
- Participates in team meetings, program workshops, seminars for the purpose of conveying and/or receiving information about the program and/or program related activities.
- Promotes general record keeping and clerical functions (e.g. daily journal, etc.) for the purpose of supporting the teacher, therapist, school counselor in providing necessary records/materials.
- Promotes good habits for the purpose of improving the quality of students' outcomes and encouraging students' development.

### Other Functions

- Performs record keeping and clerical functions (e.g. daily journal, etc.) for the purpose of supporting the teacher, therapist, school counselor in providing necessary records/materials.

### Minimum Qualifications

#### Mental Requirements

**Learning Development- Level B** Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

**Problem Solving - Level 1** Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

#### Physical Requirements

**Physical Skill - Level A** Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

**Physical Effort - Level 1** Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

#### Social Requirements

**Human Relations Skill- Level A** Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

**Scope of Contacts - Level 1** The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

#### Work Environment

**Performance Environment - Level A** Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

**Physical Working Conditions - Level 2** Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noise, temperature extremes, etc

#### Accountability

**Level of Accountability -Level B** Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

**Organizational Impact - Level 1** Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

### **Experience, Education, and Certifications**

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High school diploma or equivalent.

**Certifications/Clearances:** Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

### **Compensation Details**

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 105

Work Calendar: Support 9 Month