

Paraprofessional

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

- Confers with teachers and/or therapists as appropriate for student needs and direction.
- Supports instructional activities assigned by a teacher or therapist for individuals or small groups for the purpose of meeting learning goals, as described by an IEP and/or district benchmarks.
- Implements behavioral plans designed by the IEP team for students with behavior needs. Under the direction of a certified teacher or therapist, provides instructional materials as needed by individual students.
- Monitors special education students (e.g. Lunch, playground, classroom, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates as a provider in the recording, reporting and gathering of data for the Direct Service Claiming (DSC) program for the purpose of meeting DSC requirements.
- Performs record keeping (daily data on instruction and/or behavior) and clerical functions.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for all special education students to participate in classroom activities.

Job Requirements

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. All Paraprofessionals at a Title I campus must have the following: Associate degree; or AA Degree; or 60 college credits; or Evidence of passing the Para Pro Assessment Test

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. As requested by the supervisor, maintain current CPI certification.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 105

Work Calendar: Support 9 Month