



PRESCOTT UNIFIED SCHOOL DISTRICT NO. 1

300 East Gurley Street, Prescott, Arizona 86301
(928) 445-5400 www.prescottschools.com

Job Title:	Teacher/Classroom Aide PARAPROFESSIONAL II	Reports to:	Principal/SPED Teacher
FLSA status:	Non-Exempt	Supervisor duties:	none
Classification:	Classified	Calendar / Term	10 month
Position Summary:	Functions efficiently as an instructional assistant in the assigned program area, under the supervision of a certified teacher.		

DUTIES & ESSENTIAL RESPONSIBILITIES:

- Works cooperatively and maintains effective relationships with students, teachers, district personnel and the general public, as is applicable to the position.
- Demonstrates a positive and encouraging attitude in the classroom.
- Separates those items that are of a confidential nature from those that are not.
- Maintains confidentiality of student records.
- Under the direction of a certified teacher, instructs small groups of students
- Provides one to-one support to individual students.
- Demonstrates ability to effectively use a variety of materials and prepare materials for appropriate instruction as directed by the teacher.
- Performs such clerical work as deemed necessary by supervising teacher, e.g., progress reports, letters home, prep of IEP forms, grading and recording.
- Records data accurately pertaining to student performance.
- Provide activities of daily living support to students (as defined within the IEP)
- Periodically provide support to students who have behavioral outbursts who may require verbal or physical de-escalation.
- Accompany students to general education settings as appropriate (lunch/electives or specials) for inclusion activities.
- Performs data entry and/or Medicaid billing
- Operates a variety of instructional media, office machines and equipment; demonstrates willingness to learn equipment as needed.
- Constructs materials for instruction of specific skills under the direction of the supervising teacher.
- Sets and works toward goals established with a supervising teacher.
- Learns, administers and scores certain screening tests.
- Manages student behaviors effectively under supervision of a teacher or behavioral coach.
- Receives and integrates appropriate computer training to benefit student performance.
- Provides additional duty and supervision, i.e., playground, bus, etc., as directed by the school principal.
- Provides physical assistance, when necessary, to students who need help transferring to and from wheelchairs.
- Ability to provide personal care to students as needed.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to provide a supportive and caring environment for students.
- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Ability to supervise students in small or large groups.
- Ability to follow certified teacher's directives.

- Ability to perform routine clerical work and basic arithmetical calculations.
- Knowledge of special education and school procedures.
- Ability to accept change, be flexible and show initiative.

QUALIFICATIONS & REQUIREMENTS:

- High School diploma or equivalent
- Experience working with children with some behavioral management and/or special education desired.
- Demonstrated understanding, patience and receptive attitude towards children.
- One of the following:
 - An Associate's degree or higher OR
 - Completed two years of study (equaling 60 or more credit hours) from an accredited institution of higher education OR
 - Obtained a passing score on one of the Arizona Department of Education approved Paraprofessional assessments* demonstrating knowledge of and the ability to assist students in reading, writing and mathematics.

*The District can provide additional information about Paraprofessional assessments

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to stand; walk; sit; use hands. The employee may be required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.
- The employee may be required to use the District approved physical restraint techniques when student restraint is required.

WORK ENVIRONMENT:

- Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.