



**Paraprofessional
Job Description**

JOB INFORMATION

<i>Job Title:</i>	Paraprofessional
<i>Version Date:</i>	02-20-2024
<i>Category:</i>	Support Staff
<i>Department:</i>	Exceptional Student Services
<i>Work Year:</i>	155 Day, 10 month
<i>FLSA Classification:</i>	Non-Exempt

JOB SUMMARY

The paraprofessional is responsible for assisting students with a wide variety of needs by providing any combination of the following: individualized academic, behavioral, functional life skills and/or social-emotional instruction; medical/health care, feeding and/or hygiene supports; and student assistance with learning, mobility, emotional regulation, health care, and/or communication.

Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Assist students by instructing and reinforcing academic subjects, social-emotional-behavioral learning content, independence, and community access/job skills.	15%
Assist Special Education Teacher by providing support to students so that they may fully participate in class activities, including reinforcing skills and lesson plans, adapting/modifying work, monitoring and enforcing social and acceptable behavior, and/or administering testing or assessments.	15%
Implement and/or support specialized instruction, accommodations, modifications, and routines as outlined by professional staff and/or each child's Individualized Education Program (IEP), or related Behavior Intervention Plan.	15%
Provide direct care to or assist students with needs related to diapering/toileting, feeding/eating, dressing, mobility, and generally accessing the educational environment.	10%
Prepare classroom or learning environment with needed supplies and materials, support file maintenance and necessary record keeping.	10%
Document student data as needed (IEP goal progress, behavioral events, observational data, medical vital signs, etc.) to include Medicaid Reimbursement.	10%
Provide care to students as outlined in an Individualized Health Care Plan under the supervision of the RN after delegation.	8%
Provide behavior prevention and intervention support, which may include physical disengagement and holding skills.	5%
Attend professional development, building meetings, training, and/or school functions required by the position and/or location (CPI, building meetings, etc.).	5%
Monitor and/or supervise students to and from classrooms and/or buses, on field trips, on playground, and/or during other activities.	5%
Maintain student and staff confidentiality as required by state and federal law.	2%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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.

Education

Required	High School Diploma or GED AND must be Highly Qualified (Highly Qualified is defined as having 48 credit hours from an accredited college or university, having successfully passed the Work Keys Test or Praxis Test for Paraprofessionals OR having an Associates Degree or higher).		
Preferred	Associates Degree of post-secondary education coursework.		
Required	CPI training required upon hiring.		

Work Experience

Preferred	Prior experience working with children required and experience within the health or behavior fields preferred.		
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CERTIFICATES, LICENSES, REGISTRATIONS & CONDITION OF EMPLOYMENT

Preferred	First Aid and CPR card		
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PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs				X		
Crouching			X	x		
Grasping			X			
Grip			X			
Handling			x	x		
Kneeling			x	x		
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X	x		
Pinch			x			
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist)				X		
Lifting (Waist to Shoulder)				X		
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)			X			
Reading				X		
Repetitive Motions			X			
Sitting		X				
Standing				X		

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X	x			
Wrist Deviation (Wrist Flexion)			X			
Lifting 20 to 50 pounds				X		

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

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold			X		
Extreme heat			X		
Humidity	X				
Wet		X			
Noise				X	
Hazards	X				
Temperature Change		X			
Atmospheric Conditions		X			
Vibration	X				
Other	X				

Valid Driver's License Required

Yes/No	<i>Reason for Drivers License. Ability to obtain a small vehicle license through Colorado Department of Transportation.</i>
No	

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.