



Weld County School District Re-3J

Job Description

Position Title: Paraprofessional – Special Education

Department: Elementary & Secondary Schools

Reports to: Building Principal and Special Education Teacher

General Purpose: Under the direction of a licensed teacher, responsible for assisting students with special needs in a variety of academic and social settings and ensuring the students' safety and those with whom they are in contact on a daily basis. Duties also include tutoring students individually and in groups, correcting and grading student classwork, maintaining daily records of student behavior and assisting the teacher(s) in preparation of instructional materials and clerical duties.

Duties/Responsibilities:

- Assist with the implementation of instructional strategies to improve academics, personal safety, socialization, decision making and problem solving
- Help control and monitor disruptive behaviors of special needs students in the classroom, throughout the building, on the playground, during field trips and during other community activities.
- Assist with the tutoring of students individually and in groups, including students integrated into regular education classrooms and those requiring specific learning strategies (e.g. multisensory reading, etc.)
- Accompany students to electives/specials (music, physical education, art, etc.) and maintain safe and appropriate behaviors during those times
- Assist the special education teacher in maintaining an educational plan for each student
- Supervision of students – may include supervision on the playground before school, after school, during lunch, at recess, and at other times as directed
- Occasionally lift students in and out of wheelchairs for positioning, diapering, and toileting
- May be required to safely operate a district multifunction/small vehicle to transport students to and from school activities
 - Maintain accurate records of attendance for each trip
 - Monitor passenger behavior for any medical or behavioral problems, administer First Aid and issue written reports as required. Aid in loading and unloading of passengers via the stairs or lift mechanisms including securing wheelchairs, oxygen bottles, harnesses, seat belts, car seats, band and athletic equipment, or luggage as dictated by route assignment and need
 - Adhere to the daily route and schedule for student pick-up and drop-off, as set by the Transportation Coordinator

- Perform pre-trip and post-trip inspections on vehicles including examining the engine compartment, testing brakes and inspecting the chassis, interior and exterior of the vehicle. Report damage and malfunctions as required by District policies and procedures
- Watch and direct students being picked up and dropped off in order to maintain their safety.
- Coordinate with transportation department personnel, other District departments, parents, students and schools in person, via a two-way radio, and telephone to accommodate any route changes, student issues, or special requests.
- Ensure that students have a positive experience as a passenger on the vehicle.
- Attend and complete required training courses to obtain and maintain the following:
 - First Aid and CPR certification
- Maintain responsible leadership at all times
- Obey all traffic laws and follow all mandatory safety regulations for school vehicles
- Report all accidents to the Transportation Coordinator and complete the required documents.
- Maintain discipline on the vehicle, log student behavior, and report undisciplined students to the Principal or Transportation Coordinator.
- Attend professional meetings and complete training courses as needed
- Perform clerical duties as assigned
- Perform record keeping tasks
- Maintain high level of ethical behavior and confidentiality of student information
- Provide coverage for other aide positions in emergency shortage situations
- Perform other duties as assigned by the supervisor(s)
- Such alternatives to the above duties as the administration may find appropriate and acceptable

Supervisory Duties:

- None

Job Qualifications:

Knowledge, skill & ability:

- Must be able to speak, read and understand English
- Must have ability to relate well with children and other district staff and community members
- Strong communication skills with employees (school and district), parents, and students; able to generate positive relations and morale
- Highly motivated and results oriented
- Possess skills to learn quickly
- Self-directed, displays problem solving abilities
- Ability to use and have an operating knowledge of computers
- Demonstrate aptitude and competence in organizational and instructional skills
- Must adhere to district policies and the strategic plan

Education or formal training:

- High school diploma or GED
- Proof of either an Associate's Degree or 2 years (48 credit hours) at an institute of higher education preferred

Experience:

- Technology experience and training preferred
- Previous work with severe needs or significant support needs students preferred

Material and equipment directly used:

- Computer, printers, scanners, wireless networks
- Internet hardware and software
- This is not an all inclusive list

Working environment/physical activities:

- Daily routine could include lifting, pushing, pulling, bending, stooping, wiping, standing
- Must be able to lift and carry 25 pounds at distances up to 100 feet
- Must be able to work in a variety of temperatures
- Dress appropriately for job conditions and per district policy
- Daily outside work possible

Terms of Employment:

- Primary work is days, Monday - Friday
- Typically 8 hours per day, 169 days per school year or as indicated on work schedule; summer, school breaks, and holidays off (unpaid)
- School District Comprehensive Benefits – please refer to Board Policies, current salary schedule and summary sheet
- This position is that of an "at will" employee. Employment is subject to approval or ratification of a Letter of Employment by the Board of Education and may be terminated by either party with or without cause at any time

Evaluation: Performance of this job will be evaluated by the building Principal or Assistant Principal

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.