



## Weld County School District Re-3J Job Description

**Position Title:** Paraprofessional – Instructional and Preschool

**Department:** Elementary and Secondary Schools

**Reports to:** Building Principal & Classroom Teacher

**General Purpose:** Under the direction of a licensed teacher, responsible for assisting with the supervision of students in conjunction with or in the absence of the teacher, assisting with providing instruction or reinforcing curriculum with students, performing clerical work, implementing behavior modification strategies with students, reading to students, and/or administering assessments.

**Duties/Responsibilities:**

- Assist with the monitoring of students while they work at their desks, work with small groups of students as assigned, and monitor independent work by students in the classroom
- Supervision of students – may include supervision on the playground before school, after school, during lunch, at recess, and at other times as directed
- Attend professional meetings and complete training courses as needed
- Perform clerical duties as assigned
- Perform record keeping tasks
- 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.
- 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
- Ability to learn to operate a school minibus
- Willingness and ability to read, understand, and follow federal and state student transportation regulations
- Ability to pass the Colorado Department of Transportation (DOT) physical
- Ability to satisfactorily pass criminal and driving history checks in accordance with federal, state and local guidelines
- Ability to meet the district's physical requirements of a small vehicle driver
- Must adhere to district policies and the strategic plan

**Differentiating Requirements for Preschool:**

- *Must obtain 15 hours of professional development hours (3 must be in social/emotional learning) each year as required by Colorado Office of Early Childhood*
- *Additional trainings required on a yearly basis include, but not limited to, CPR, First Aid, Medication Administration as required by Colorado Office of Early Childhood*

**Education or formal training:**

- High school diploma or GED required
- Proof of either an Associate's Degree or 2 years (48 credit hours) at an institute of higher education preferred.
- Must have a valid Colorado Driver License with clean driving record to satisfy insurance requirements

**Differentiating Requirements for Preschool:**

- *Current Colorado Level I Credential or two(2) 3-credit hour college credits, one being Intro to Early Childhood Education, preferred*
- *24 months or more of verifiable early childhood experience, preferred*

**Experience:**

- Must be 19 years of age or older
- Technology experience and training preferred
- Previous work with 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, sitting, and walking
- Must be able to lift and carry 75 pounds at distances up to 200 feet
- Must be able to work in a variety of temperatures
- Must maintain a neat, clean appearance
- Dress appropriately for job conditions and per district policy
- Daily outside work

**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 benefits packet
- 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

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