

WELD COUNTY RE-3(J) Job Description



Position Title: Paraprofessional – Instructional/Special Education Resource

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 teacher 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. Also monitor the student body while on the playground
- 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 "specials" (e.g. music, physical education, etc.) and maintain safe and appropriate behaviors during those times
- Assist 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 wheel chairs for positioning, diaper changing and toileting
- Attend professional meetings and complete training courses as needed
- Perform clerical duties as assigned
- Perform record keeping tasks
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher
- Coverage for other aide positions in emergency situations
- Perform other duties as may be 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

Job Qualifications (continued):

- 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, or the ability to pass the local assessment

Experience:

- 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
- 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
- School District Comprehensive Benefits – please refer to Board Policies, current salary schedule and summary sheet
- ~~7 hours per day for 173 days per year~~ **2020-2021 School Year 8 hours per day, Tuesday-Friday**
- 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

Revised: November, 2020

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