



SADDLE MOUNTAIN UNIFIED SCHOOL DISTRICT #90

Job Title:	Paraprofessional-Special Ed	Job Category:	Classified Employee
Department/Group:	Saddle Mountain Unified School District #90	Organizational Relationships:	Directly responsible to the Principal/Special Education Director
Level/Salary Range:	Level II	Blood Borne Pathogen Risk:	At Risk
Work Status:	At -Will Employee	Weight Lifting Requirements:	50 lb. Minimum
Work Days:	As assigned by supervisor	Benefits:	Discretionary Leave per Policy Employee Insurance
Work Hours:	As assigned by supervisor	Probationary Period:	30 working days – policy GDF
Fingerprints Check:	As required by ARS 15-512 and District Policies		
Drug Free Campus	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.		
Position Summary:			
Under the general direction of the Special Education Director, and/or Principal, and/or assigned Special Education Teacher. The paraprofessional's job is to assist, support, and work closely with the teacher, administrators, and other team members in achieving and providing instructional objectives in helping students take full advantage of the instructional program and educational benefit in support of instruction.			
Position Qualifications and Education Requirements:			
QUALIFICATIONS:			
<ol style="list-style-type: none"> 1. High School Diploma. 2. Must meet the Highly Qualified provisions under NCLB for paraprofessionals. 60+ college credit hours, AA degree, or pass the WorkKeys/Para Pro Test. Current CPR and First Aid Certification. Ability to pass ARS 15-512 fingerprinting requirements. 3. Basic computer skills and effective communication skills. 			
PREFERRED:			
<ol style="list-style-type: none"> 1. Previous experience working with special needs students 2. Arizona Driver's License 3. Basic computer knowledge 			
Job Description			
Role and Responsibilities			
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.			
ESSENTIAL JOB FUNCTIONS:			
<ol style="list-style-type: none"> 1. Establish and maintain positive rapport with students, employees and community. 2. Assist the teacher in the delivery of classroom management and instructional objectives, implementation of individual student behavior/treatment plans and IEP goals. 3. Utilize appropriate physical interventions/therapeutic approaches when necessary. 4. Supervise and monitor students during the AM/PM, lunch period, recess time, and between classrooms. 5. Attend and assist on field trips during their work day and transporting of students if needed. 6. Work as an active participant in collaborative team model, attend team meetings, in-services and other trainings as requested by teacher or administrative staff. 7. Document care delivered to the student(s). 8. Maintains a high level of ethical and professional standards as expected of all personnel 9. Other job-related duties as assigned. 			
OTHER FUNCTIONS:			
This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in anyway the right of supervisors to assign, direct and control the work of employees under their supervision.			
Reviewed By:	Cabinet	Date:	October 2010
Approved By:		Date:	
Last Updated By:	Sylvia Allen	Date/Time:	October 2010