



## Thompson School District Classified Job Description

**Job Title:** Paraprofessional – Special Needs **FINAL**  
**Revised Date:** September 28, 2021  
**Work Year:** 177 days  
**Department:** ESS (Special Education)  
**Reports To:** Principal  
**Benefits include:** Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

### **ABOUT THOMPSON SCHOOL DISTRICT:**

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at [thompsonschoools.org](http://thompsonschoools.org) to learn more.

**SUMMARY** Responsible for assisting teacher in carrying out IEP goals for high needs students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain IEP goals and ensure compliance in small groups of students in accordance with department and District standards.
- Provide one on one instruction for students requiring social, emotional and academic help.
- Prepare learning tools for students and develop lessons for special occasions or subjects, with teacher's approval.
- Assist students in the regular classroom and modify to their capability and/or need.
- Communicate with teachers regarding student needs and progress.
- Assist teacher by preparing materials for class such as making copies, bulletin boards, individual student instruction. May assist with clerical duties such as IEP's, tracking attendance, copying, filing, etc.
- May assist physically involved students in daily needs (g-tubes, walkers, toileting, transferring and lifting, etc).
- Collect academic and/or behavioral data.
- Communicate with regular education teachers as needed.
- Monitor recesses.
- Attend trainings related to duties of paraprofessional positions as assigned by the Special Education Department. (Example: Restraint, CPR, First Aide, District trainings)
- Perform other duties as assigned.

**JOB 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.*

**KNOWLEDGE, SKILLS, and ABILITY:**

- Basic math, writing, communication, and accounting skills.
- Ability to work with children of all abilities.
- Operating knowledge of personal computer and office equipment preferred at hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:**

Assists with supervision of special needs students. Assists with carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include directing work; addressing complaints and resolving problems; training other paraprofessionals.

**EDUCATION AND TRAINING:**

High school diploma or equivalent, or equivalent combination of education and experience.

**EXPERIENCE:**

0 – 2 years experience in dealing with children with special needs.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

CPR and First Aid certification preferred.

**SAFETY TO SELF AND OTHERS:**

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

*The physical demands described below 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.*

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee

frequently is required to stand, walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

*EQUAL EMPLOYMENT OPPORTUNITY:*

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

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