



## CONCHO SCHOOL DISTRICT #6 JOB DESCRIPTION

Job Title: **SPECIAL EDUCATION PARAPROFESSIONAL**  
**FLSA: Non-Exempt**

**TITLE:** Special Education Paraprofessional

**REPORTS TO:** Special Education Director

**SUMMARY:** Under direct supervision, the incumbent provides assistance to teachers in a diverse classroom environment by providing materials and handouts to special education students, working with special needs students individually or in groups on special projects or assignments, demonstrating skills and techniques, providing input to lesson plans and daily activities, photocopying materials and preparing classrooms for various activities. In addition, incumbent monitors students on the playground and in the cafeteria.

### **ESSENTIAL FUNCTIONS:**

- Works with special education students individually or in groups to reinforce the instruction provided by the general education and special education teachers.
- Assists special needs student(s) in feeding, toileting/diapering, physical activities, instructions, and behavior management that remediates severe academic, emotional, and behavioral difficulties into a positive environment. Assists with adaptive equipment.
- Maintains discipline by monitoring student behavior and taking the appropriate action including determining when to give a warning and when a formal notice should be written. Documents incidents in the student management system.
- Monitors students and ensures safety on the playground and the cafeteria area during assigned duty times in various weather conditions. Reports any unusual incidents or injury to school administration. Accompanies students from classrooms to other areas including the library, playground, and cafeteria and to buses to ensure orderly behavior.
- Prepares classrooms for activities including setting up tables and chairs and handing out materials. Performs clean up after activities including picking up toys and trash, washing tables and chairs and rearranging furniture.
- Copies and prepares educational materials.
- Assists teachers in planning and coordinating lesson plans by sharing ideas and providing feedback from the students.
- Performs other duties as assigned.

**REQUIRED QUALIFICATIONS:** To be eligible for this position, an applicant must meet the following required qualifications. Verification of these required qualifications is necessary.

- High School diploma or equivalent (G.E.D.)
- Completion of 60 College Credit Hours, Associate's Degree from an accredited college or university, or successfully passed a Arizona State approved paraprofessional test.
- Must receive CPR certification within thirty days of hire date.

**PREFERRED QUALIFICATIONS:** It is preferred that the applicant possess the following qualifications; however, the following qualifications are not required for this position.

- Six months experience working with children in a learning environment.



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#### **PHYSICAL REQUIREMENTS:**

The physical requirements described here 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.

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 and talk or hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

**TERMS OF EMPLOYMENT:** 9 month / part time / full time

Employee benefits in accordance with district policies.

**EVALUATION:** Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of classified personnel.

**CLASSIFICATION:** Classified Staff

Board Approved: April 14 2020

I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_