



Salome Elementary School District

Position Description

JOB TITLE:	PARAPROFESSIONAL (2)
REPORTS TO:	Teacher
FLSA STATUS:	Non-Exempt
SUPERVISORY DUTIES:	None
APPROVED ON:	

SUMMARY: Provides academic and behavioral support to students, including those with disabilities, to assist with a wide range of services so they may reach their highest potential within the school setting.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides a safe and supportive environment so students with special needs may fully access their education.
- Accompanies and assists students throughout the school day as necessitated by the IEP, as assigned.
- Provides academic tutoring/remediation, 1:1 or in small group settings under the direction of a certified teacher.
- May transcribe instructional materials into Braille as needed.
- Assists and trains students in all areas of self-care as needed, including feeding, hygiene, dressing, mobility.
- Maintains required records and files.
- Performs administrative and clerical duties as assigned (typing, filing, copying, data entry, meeting schedules and material preparation).
- Assists students with organizing activities, scheduling events, processing paperwork and other related activities.
- Assists with instruction of groups (priority): works one-on-one and in small groups with students on specific needs; monitors behaviors for behavior plans. Assists teacher in modifying student assignments as needed.
- Assists with informal student testing/monitoring of objectives (priority) – e.g. sight words, math facts, reading inventories, fluency checks.
- Performs classroom duties: bulletin boards; calendars; organizing/maintaining orderliness of classroom centers.
- May assist with IEP/paperwork on a limited basis.
- May assist in the completion and sending of meeting notice forms, vision/hearing screening forms; creates goals/objectives checklists; distributes teacher input/communication forms.
- Assists with proctoring district and state standardized assessments.
- May grade students work and record student goals/grades onto spreadsheets.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of accepted techniques and methods working with persons with disabilities.
- Ability to communicate effectively verbally and in writing and perform mathematical calculations.
- Knowledge of all basic first aid methods, including CPR.
- Knowledge of specialized equipment used in the aid of children with special needs.

- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies; including mandatory reporting procedures.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent
- Hold an associate's degree or be able to meet the state's standards for highly qualified
- 2 years of experience working with children
- Current CPR/AED/First Aid Certification
- AZ Driver's License
- Finger Print Clearance
- Any equivalent combination of training, education and experience that meets minimum requirements

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook and with specialized computer-based equipment and software.

Technology Proficiency: Utilizes all appropriate, available and relevant technology to ensure duties are performed effectively.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 required to reach with hands and arms. Walking, standing, sitting, stooping, bending and operating a motor vehicle may be required as a normal part of the job. The employee may be required to lift or move up to 80 pounds.

WORK ENVIRONMENT:

Indoors, and outdoor environment, in all types of weather. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with students, staff and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.