

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: SPECIAL EDUCATION PARA-
PROFESSIONAL

Position Type: Non-Exempt	Supervises: Students
Salary Schedule: Classified Grade 8	Reports to: SPED Director; School Principal
Term of Employment: 9 Month Calendar	Approved by: Human Resources
FTE: TBD	Date: 06/14/2016

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: To assist student during transport to and from school in Phoenix. Will be riding in school van with student in the morning and afternoon to ensure the safety of the student.

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.

ESSENTIAL FUNCTIONS:

- Assists with safety and well-being of student, as related, but not limited to, the following areas:
 - Health/Medical Issues: seizures, choking, tube feeding, suctioning, digestive difficulties, allergies and other medical issues;
 - Self-Help Issues: toileting, diapering, feeding, dressing, cleaning and other related areas. These activities may include the lifting and positioning of non-ambulatory and/or physically challenged students;
 - Social/Emotional: aggression, non-compliance, social awareness, peer interaction;
 - General Behavior Management: may include assisting with restraints;
 - Communication: Augmentative Communication Devices, Signing, Braille and other assistive technology;
 - Psychomotor: fine and large motor skills, sensory integration and other related areas. Will include lifting and positioning of student;
- Participates in IEP meetings as necessary;
- Gathers data and disseminates information to teacher and parents;
- Documentation and record keeping for Medicaid billing;
- Maintains confidentiality in regard to information about Special Education students;
- Complies with all rules, regulations and policies of the Governing Board.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.
- Must obtain a CPR/First Aide Card within 30 days of employment.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent;
- Must have 60 college credit hours or a Paraprofessional Certificate;
- Previous experience in an educational setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description 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.

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

JOB TITLE: SPECIAL EDUCATION PARA-PROFESSIONAL

- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Wickenburg Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972. Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Wickenburg Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream