

# WICKENBURG UNIFIED SCHOOL DISTRICT

## JOB TITLE: SPECIAL EDUCATION PARA-PROFESSIONAL II *(Self Contained Programs)*

<b>Position Type: Non-Exempt</b>	<b>Department: Support Staff</b>
<b>Salary Schedule: Classified Grade 8</b>	<b>Reports to: Teacher; School Principal</b>
<b>Salary Range: \$9.70 - \$11.58</b>	<b>Location: School Campus</b>
<b>Term of Employment: 9 Month Calendar</b>	<b>Date: 6/12/2015</b>
<b>Shift: Day</b>	<b>Approved by: Human Resources</b>

*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 Special Education teachers and staff in providing an individualized Special Education program for special needs students. This position may include working with students who are physically challenged, mentally challenged and/or emotionally challenged.

*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 the implementation of individualized goals and objectives 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. May include lifting and positioning of students;
  - Academics: Pre-Kindergarten, Life Skills, Math, Reading, Written Language, CBI (community based instruction) and other pre-academic/academic skills;
- Selects classroom materials appropriate to IEP goals and objectives;
- Implements strategies, techniques and modifications unique to the special needs student;
- Participates in IEP meetings as necessary;
- Gathers data and disseminates information to teacher and parents;
- Participates in training sessions, conferences and workshops for ongoing professional skills enhancement;
- Maintains confidentiality in regard to information about Special Education students;
- Complies with all rules, regulations and policies of the Governing Board.

### **MARGINAL DUTIES:**

- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **SUPERVISORY RESPONSIBILITIES:**

- Supervises students to ensure safe and orderly environment.

### **OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:**

- Knowledge of Special Education disabilities/classifications, process and laws;
- Ability to relate well to both children and adults;
- Ability to maintain accurate and detailed records;
- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Must have an adequate knowledge of computers;

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- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Communicates effectively with the immediate supervisor and other administrators;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines;
- Performs other job related duties as assigned;
- The District reserves the right to amend this job description as necessary.

### **CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

### **EDUCATION AND/OR EXPERIENCE:**

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

### **COMMUNICATION SKILLS:**

- Good written and oral language skills in English; Bi-lingual ability preferred;
- Ability to understand and provide supplementary help to non and limited English proficient students in the English acquisition skills of speaking, reading and writing;
- Must use appropriate grammar;
- Ability to communicate effectively;
- Must have legible handwriting.

### **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

### **PHYSICAL DEMANDS:**

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EVALUATION:** Annual evaluation by the School Principal or designee in accordance with Board Policy.

**COMMENTS:** *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. This is a temporary management guide tool, subject to change.*

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