

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

Position Type: Non-Exempt	Department: Support Staff
Salary Schedule: Classified Grade 5	Reports to: Teacher; School Principal
Salary Range: \$9.00 - \$10.22	Location: School Campus
Term of Employment: 9 Month Calendar	Date: 6/11/2015
Shift: Day	Approved by: Human Resources

We are creating excellent 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 highly effective individualized Special Education program for special needs students.

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:

- Implements teacher lesson plans;
- Works both independently and with a wide variety of teachers, students and adults;
- Assists special education teacher and staff in meeting student's individual goals and objectives;
- With teacher guidance, selects classroom materials appropriate to implement goals and objectives;
- Assists special needs students in the general education classrooms;
- Implements strategies, techniques and modifications unique to the special needs students as the need arises or as required;
- Gathers data and disseminates information and reports to special education staff and parents;
- Oversees special education program if situation arises which demands attention of the special education teacher;
- Maintains confidentiality in regard to information about special education students;
- Participates in training sessions, conferences and workshops for ongoing professional skills;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Participates in IEP meetings as necessary;
- 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:

- Ability to relate well to 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;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Responds promptly to questions and requests, seeking assistance when appropriate;

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- 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.

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;
- Knowledge of special education disabilities and classification, process and laws;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Communicates effectively with the immediate supervisor and other administrators;
- Excellent oral and written skills;
- 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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