



## Littleton Elementary School District Position Description

**TITLE: Paraprofessional – Special Ed**

**CLASSIFICATION: Non-Exempt**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To assist with instruction and supervision of Special Education students through one-on-one and group instruction, supervision and assisting with testing and assessment of student's progress; and to provide assistance to Teachers as needed.

**PRINCIPAL DUTIES: (essential functions)**

- Assists Special Education students in school classrooms with educational programs, special assignments and individual assistance as needed; provides assistance to Teachers as requested; duties may vary according to job assignment.
- Assists students with learning tasks and Individualized Education Programs (IEP); conducts learning exercises to assist students achieve learning objectives with individual assistance or small group sessions.
- Assists with development of individual learning plans, class lesson plans and special events; assists with planning, preparation and distribution of classroom materials.
- Supervises students and assists in maintaining good student conduct; guides students in work and play activities; alerts teacher to student's special behavioral and learning issues.
- Documents special issues and problems, and assures all required written reports are completed and submitted on a daily basis; assists with clerical duties, copying and record keeping as needed.
- Maintains MEDICAID in Public Schools (MIPS) Program reporting as required.
- Assists students with hygiene and self-help skills as needed.
- Communicates with parents, students and staff to convey pertinent information while maintaining confidentiality of personal information.
- Enforces District policies and rules of conduct, and reports behavior issues and other concerns to supervisor or Principal.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of District policies and procedures.  
Knowledge of classroom procedures and processes.  
Knowledge of methods and techniques to assist in instructing reading, writing and mathematics.  
Knowledge of programs and techniques for working with students with learning disabilities.  
Knowledge of MEDICAID in Public Schools (MIPS) Program guidelines.  
Knowledge of safety rules and regulations.

Skill in monitoring and improving student behavior and learning skills.  
Skill in assisting children and special needs students, and assessing educational needs.  
Skill in maintaining composure, and working effectively under classroom conditions.  
Skill in using courtesy and respect in instructing students.  
Skill in reacting quickly to situations that could create personal stress and safety problems.  
Skill in performing first aid and CPR.  
Skill in communicating effectively in verbal and written forms.  
Skill in establishing and maintaining effective relationships with co-workers and others.

**PHYSICAL REQUIREMENTS:** Work is performed in a classroom environment, with moderate physical requirements. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 40 pounds.

**MINIMUM QUALIFICATIONS:** Associate’s Degree; AND one (1) year of experience working with children or persons with disabilities; OR High school diploma and certification by Arizona Department of Education (ADE) Paraprofessional (ParaPro) assessment; OR an equivalent combination of education and experience that provides the required knowledge and skill. Must pass a thorough background investigation. **Preschool Requirements:** Documentation of a negative Mantoux skin test or other tuberculosis screening test recommended by the US Centers for Disease Control administered within 12 months before the starting date of employment. A Food Handler’s Card authorized through the Arizona Department of Health prior to the starting date of employment.

**REQUIRED LICENSE/CERTIFICATION:** First Aid and CPR certifications are required.  
Arizona IVP Fingerprint Clearance Card

**TERMS OF EMPLOYMENT:** Ten months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed to and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_