



Sacaton School District #18

JOB DESCRIPTION

JOB TITLE: **Special Education Paraprofessional: Functional Self-Contained**

Position Type: **Paraprofessional**

Department: **ESS**

Salary Schedule: **Classified**

Reports to: **Director of ESS**

Term of Employment: **9 months**

Location: **Middle School**

Approved by: **Sacaton Governing Board**

Hours: **7:30 a.m.-3:30 p.m.**

Applicants must score a minimum of 80% on the structured interview process to be considered for employment.

POSITION SUMMARY

Work with children with disabilities, including, delays in cognition, social/emotional skills, adaptive, physical, and communication skills in a self-contained setting. To support the special education teacher with individualized instruction within whole group, small group, or one-to-one situations; support inclusive practices within school environment favorable to learning and personal growth of pupils; to assist students with personal hygiene as needed; monitor and support appropriate student behavior; to motivate pupils to develop speech abilities, attitudes, skills, and knowledge needed to provide a good foundation for further participation in the total school program, in accordance with each pupil's ability; to establish good relationships with other staff members.

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.

JOB GOAL: To support the mission of the district goals, procedures, and policies in the best interest of the student by professionally carrying out assigned duties and participating in the improvement and refinement of related areas. To coordinate program resources to promote the educational development of each student.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- High school degree or equivalent (G.E.D.)
- Successful completion of paraprofessional exam or 60 hours of post-graduation education required
- One to three months related experience and/or training preferred.
- Ability to obtain certification in CPR, First Aid, and Nonviolent Physical Crisis Intervention.

REQUIREMENTS:

- Adheres to the District vision, mission, core values and goals in collaboration with staff.
- Demonstrates the ability and desire to provide outstanding service to students and families.
- Demonstrates a high regard for confidential and sensitive information.

ESSENTIAL FUNCTIONS:

- Assists the special education teacher all aspects of the special education classroom/program.
- Assists the special education teacher in meeting Individualized Education Program goals.

- Participates in IEP meetings, as needed.
- Assist special education teacher with instructions, creation of classroom material and classroom set up.
- Assists with administering any progress monitoring assessments.
- Assists and accompanies students for inclusion in the regular classroom.
- Aid students with personal hygiene, as needed.
- Uses instructional materials suitable for verbal, visual, and hands-on instruction of pupils with wide range of mental, physical, and emotional maturities.
- Assists in providing a safe environment for students to learn.
- Assists with providing individual and small group instruction designed to meet individual needs of the students.
- Provides support and supervision in the classroom, on field trips, in cafeteria during breakfast and lunch, on the playground, and walking students to activities on campus.
- Collaborates with the special education teacher on lesson planning and daily activities.
- Provides and supports and appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
- Cooperates with other professional staff members in assessing and helping students.
- Participates in in-service education activities and self-selected professional growth activities.
- Prepares instructional materials and visual aids; photo copies materials and documents.
- Prepares workstations or learning centers for students to work on daily lessons.
- Assists students with learning reading, writing, and math skills.
- Organize and maintain student work and teacher materials.
- May oversee class, as needed, when the teacher needs to step out of the classroom.
- Performs other duties as assigned.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Provide outstanding customer service.
- Maintain a well-groomed appearance and follow the SESD dress code.
- Comply with District's attendance standards as described in established guidelines.
- Highly organized with the ability to multi-task under time constraints.
- Filing/retrieval and proofreading skills.
- Detailed-oriented, and self-motivated.
- Work independently with minimal supervision and/or assistance.
- Excellent written and oral communication skills.
- Excellent memory and ability to function well under stress.
- Demonstrate a high regard for confidential and sensitive information.
- Demonstrate flexibility, common sense, and good judgment.
- Ability to keep abreast of information pertinent to the job.
- Read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Write routine reports and correspondence.
- Add, subtract, multiply, and divide into all units of measure using whole numbers, common fractions, and decimals.
- Basic word processing, e-mail, and spreadsheet software skills.
- Meet any additional specific job requirements as indicated by the department.
- Assist other personnel as may be required to support them in the completion of their work activities.

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.