

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Paraprofessional
Prepared Date:	7/30/2008
Revised Date:	9/1/2021
Work Year:	158 days
Department:	Exceptional Student Services
Reports To:	School Principal/Executive Director of Exceptional Student Services
Salary Range:	Paraprofessional Salary Schedule
Benefits:	PPEA Negotiated Agreement
Status:	FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Paraprofessional is to assist a certified teacher in providing instruction to individuals or small groups of students in Exceptional Student Services; assist children with meeting their goals and objectives of their Individualized Education Plan (IEP); attend to the physical and health needs of students; monitor and report student progress regarding educational performance; In addition, this position is primarily responsible for attendant physical duties to enable students with disabilities to have equal education opportunities.

QUALIFICATIONS:

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. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Highly Qualified status under ESSA
 - Pass Work Keys or Praxis test, or
 - 48 Semester Hours of College Coursework, or
 - Associates Degree
- Reliable transportation
- Must obtain and maintain CPR and First-Aid Certification within 3 months of employment
- Must obtain and maintain Crisis Preventative Intervention (CPI) training certification within 6 months of employment.
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Verified First Aid training and recertification card
- Verified CPR training and recertification card
- Previous school district experience preferred

SKILLS AND KNOWLEDGE:

- Ability to communicate, interact, and work effectively and cooperatively with all people, using tact, patience, and courtesy
- Basic knowledge of subjects taught at District schools
- Demonstrate sound work ethic
- Demonstrate an understanding, patient, and receptive attitude towards children with special needs

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assist a certificated teacher in providing instruction to students (in Pre-k through Young Adult) in an assigned classroom or program including, but not limited to Autism Classroom, or other programs
- Assist students with disabilities to meet the goals and objectives included in their IEP
- Communicate with teachers to assist in evaluating progress and/or implementing IEP

goals and objectives

- Assist certified teacher in implementing class-wide and individual behavior strategies to effectively maintain a safe learning environment
- Implement, under the direction of the teacher, lesson plans; assist individuals or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices, and assignments for the purpose of presenting and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards
- Assist students with washing, toileting (may include lifting on and off toilet), diapering, dressing and undressing, grooming, and other activities necessary for maintaining personal hygiene and neatness
- Assist in the mobilization of students; position and reposition students requiring the use of medical equipment, wheelchairs, braces, and other orthopedic equipment as necessary; assure the safe use and operation of wheelchairs, prosthetic devices, and other equipment
- Operate a variety of medical, orthopedic, exercise, therapeutic, instructional, audio-visual, and office equipment.
- Assist with the loading and unloading of students on and from automobiles, wheelchairs, and gurneys
- Observe and assist in emergency situations involving aggressive or uncontrolled behavior of identified students according to approved CPI (Crisis Preventative Intervention) procedures as trained; provide input as requested following emergency behavioral incidents; report progress regarding student performance and behavior to assist students to achieve their personal best
- Provide basic first aid and specialized health care as needed, directed, and delegated
- Assure the health and safety of students by following health and safety practices and procedures
- Assist the teacher in monitoring, motivating, and training students with disabilities; observe and manage behavior of students according to approved procedures; report progress regarding student performance and behavior; follow the behavior intervention plan
- Perform a variety of clerical duties such as preparing, typing, and duplicating instructional materials, scoring papers, and recording grades; assist in keeping attendance; prepare and maintain student files as assigned
- Provide support to the teacher by setting up work areas and displays, operating audio-visual equipment, and distributing and collecting papers, supplies, and materials ; confer with teachers concerning programs and materials to meet student needs
- Proctor, monitor and score a variety of assignments, tests, and quizzes to be interpreted by the teacher.
- Assist students in developing self-help, social, and communication skills as assigned
- Assist in monitoring lunchroom activities and mealtime procedures, including feeding and cleaning
- Notify immediately appropriate personnel and agencies, and follow established procedures when there is reasonable suspicion of substance abuse, child neglect, severe medical or social conditions, or potential suicide
- Respond to emergency situations to ensure immediate resolution and appropriate documentation of safety concerns by appropriate personnel

- Assist with the supervision of students in and outside the classroom, recess, and other playground activities and accompany students on field trips by helping students with physical needs, maintain discipline, and reinforcing learning situations
- Help keep classrooms and other student facilities neat, clean, orderly, and safe
- Maintain confidentiality of student records and information
- Participate in and attend in-service, structured, and other specialized trainings, related, but not limited to, strategies for working with behavioral and educational needs of ESS students, behavior management, instructional curriculum, and other areas assisting the teacher in providing high quality education to the students
- Maintain appropriate professional appearance

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the classroom teacher, Principal, or ESS Administration

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every paraprofessional employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee frequently is required to talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. This employee must have the ability to regularly carry 26-60 lbs., occasionally lift up to 75 lbs. and rarely lift up to 100 lbs., or push or pull up to 150 lbs. as needed. The work requires the ability to speak and hear normally and to use normal or aided vision and hearing.

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; works in classrooms and hallways surrounded by students and staff of various ages and abilities; may occasionally need to physically guide or assist reluctant, angry, hostile, or violent students using approved CPI procedures; potential contact with blood and other body fluids and communicable diseases. Daily work schedules will vary depending on student and school needs.