



Special Education Paraprofessional

Position Type:

Special Education Paraprofessional - Elementary School
PreK-8/Special Education Elementary Resource

Date Posted:

Location:

ARCHES Academy – Apache Junction

Date Available:

07/12/2021

Position Title: Exceptional Student Support

Department: Department of Special Education

Supervisor: Special Education Teacher

Term of Employment: 10 months

Salary Classification: Hourly pay

Job Summary: Works directly under the supervision of the Special Education Teacher to assist students in the classroom to meet instructional goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES generally include the following. Other duties may be assigned:

- o Assists students with special needs in all aspects of classroom instruction to maximize inclusion, learning, achievement of IEP objectives, etc.

- Participates in the IEP process and serves as a resource for the student personnel evaluation team as needed.
- Assist students with mental and physical disabilities with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities.
- Assists and guides students to reinforce reading, language arts, mathematics, computer instructions and other skills.
- Works with students individually and in small groups to reinforce basic learning and implements assigned programs.
- Assists professional staff in the administration and correction of classroom exercises, tests, and assignments.
- Assists in record keeping procedures to document student learning and performance.
- Assists in classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensures students are on task.
- Assists students in non-instructional areas, such as playground and bus duty, study hall, lunchroom supervision.
- Accompanies students on field trips for the purpose of assisting with supervision.
- Follows all safety rules, procedures and regulations in order to assist the students including those with disabilities in the proper manner.
- May assist in the training of other paraprofessionals.

KNOWLEDGE AND SKILLS

- Ability to carry out instructions furnished in written and oral form.
- The ability to add, subtract, multiply and divide, and perform arithmetic operations as needed to assist students.
- The ability to understand, apply and use personal computers and software applications (e.g. Word, Excel).
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding students, employees, and others.
- Ability to establish a supportive and compassionate relationship with students of special needs.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to report work orally or in writing to supervisor as required.

QUALIFICATIONS PROFILE:

Any combination of education and experience providing the required skills and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- o High School diploma or equivalent.
- o Successful completion of college level coursework or passing score on an approved paraprofessional exam.
- o Prior experience working with special needs children is desirable.
- **First Aid, CPR certification, and fingerprint clearance card required.**

OTHER REQUIREMENTS:

- o Must be able to pass a fingerprint and background clearance check.
- o May be required to lift and carry heavy, bulky supplies and materials weighing up to 20 pounds.
- o May be required to lift and/or transfer students weighing up to 60 pounds.
- o May be required to run and keep up with quickly moving students.