

**Job Title:** Paraprofessional Support**Wage/Hour Status:** Hourly**Reports to:** Campus Principal**Pay Grade:** 903**Dept. /School:** Assigned Campus**Date Revised:** September 12, 2022**Primary Purpose**

To assist students with disabilities under the supervision of a General Education and/or Special Education Teacher.

**Qualifications****Education/Certification**

High School Diploma/GED, or higher education from an accredited institution of higher education AND Minimum of 48 credit hours from an accredited institution of higher education OR Passing score on the ParaPro Assessment

**Special Knowledge/Skills**

- Ability to work with students with disabilities
- Ability to communicate effectively with students, teachers, and parents orally and in writing
- Ability to follow verbal and written instructions
- Ability to work flexibly in all general education and special education instructional settings
- Strong organization, communication and interpersonal skills
- Ability to use basic computer skills to include Microsoft Office software

**Experience**

Experience related to working with students and parents

**Major Responsibilities and Duties****Instructional and Program Management**

1. Maintain a high level of ethical behavior and confidentiality of information regarding students.
2. Assist in the implementation, monitoring, and documentation of student Individualized Education Plan (IEP) under the direction of the general education and/or special education teacher as directed by the teacher.
3. Assist the classroom teacher in preparing and managing classroom instructional materials and adapting materials to meet the individualized needs of the students.
4. Support active and cooperative learning environments.
5. Assist students in using adaptive/assistive equipment as indicated in the student's individualized education plan (IEP); under supervision of the general education and/or special education teacher, work with small groups of students or individual students to reinforce material initially introduced by the teacher.
6. Assist the substitute teacher in following the class schedule and procedures in the absence of the regular classroom teacher
7. Supervise students' arrival and departure from the classroom and/or bus, checking with the bus monitor on student concerns to relate to the teacher, assists students during transitions, with Physical Education (PE), elective classes, cafeteria, monitoring playground, and or other activities
8. Tend to the physical needs of the student in personal hygiene, toileting (to include catheterization, diapering, cleaning soiled areas, etc.), grooming, and eating (to include pureed food items, g-tube feeding, etc.).
9. Assist in the implementation of the teacher's classroom, discipline plan and/or student's behavior management plan.
11. Communicate effectively and consistently use electronic media.
12. Work in a cooperative manner with teachers and other professionals.
13. Follow directives regarding student needs and instructional program.

- 14. Actively participate in staff development related to instructional programs, instructional strategies, adaptive-assistive devices, community-based instruction, disabling conditions and related disorders, social skills training, CPI, Heart Saver CPR in Schools, personal care, and working with students with disabilities as well as others needed to perform job duties.
- 15. Attend staff development and mentoring to gain; an understanding of different types of mental and physical disabilities and how to assist students in learning basic behavioral, social and functional living skills.
- 16. Provide optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.
- 17. Demonstrate the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- 18. Perform other duties as assigned by the appropriate supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Instructional aids, adaptive-assistive equipment, audio-visual equipment, wheelchair lift, ramps, and copier.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing, and pulling; heavy lifting of students. Biological exposure to bacteria and communicable diseases. Place children on toilet. Must be able to lift a minimum of 40 pounds; however, weight requirement will vary according to weight of student(s).

**Terms of Employment**

184 days; salary to be determined by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 for employees may be referred to the District compliance officer, Rosa Ramos at 230-2031; Application of Titles VI, VII, IX, and Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.