

<b>Job Title:</b> Paraprofessional SPED AEP Program	<b>Wage/Hour Status:</b> Hourly
<b>Reports to:</b> Certified Teacher & Principal	<b>Pay Grade:</b> 904
<b>Dept./School:</b> Assigned Campus	<b>Date Revised:</b> September 12, 2022

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**Primary Purpose**

Assist the teacher in meeting goals and objectives of students.

**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 follow verbal and written instructions
- Knowledge of general office equipment
- Strong organization, communication and interpersonal skills

**Experience**

Experience working with students and parents

**Major Responsibilities and Duties**

1. Document when a student has mastered an objective.
2. Maintain student records.
3. Reinforce subjects, which have been taught by the teacher.
4. Assist with small groups.
5. Work one-to-one with students.
6. Assist with administering teacher-made tests.
7. Check student work.
8. Create and maintain filing systems for materials.
9. Create seating arrangements for various small group activities.
10. Type instructional materials (prepared by teacher).
11. Prepare displays and bulletin boards.
12. Duplicate materials for student assignments.
13. Monitor students in less structured environments (i.e. PE, recess, lunchroom, and bus, restroom, and campus grounds).
14. Monitor students in time-out or isolation.
15. Attend district, campus in-services, workshops and training as specified by special education staff development, or campus administrator.
16. Assist with discipline.
17. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Instructional aids, audio-visual equipment, copier, computer, and fax machine.

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress, works with frequent interruptions. Frequent standing, stooping, bending, and kneeling. May require lifting of 20 pounds or more.

**Terms of Employment**

184 days; hourly rate to be established 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.