



Paraprofessional

Reports To: Supervising Teacher and Building Principal

SUMMARY

Paraprofessionals assist the special education and general education instructors in creating a positive learning environment to facilitate the personal, social and intellectual development of assigned students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the teacher in classroom activities
- Follow plan written by teacher to instruct students
- Provide individual and small group instruction under the direction of the classroom teacher
- Prepare instructional materials as directed by the teacher
- Assist with IEP accommodations as needed
- Assist in securing, organizing and using instructional materials and equipment
- Supervise students in school-related activities as directed by the teacher or Principal
- Attend staff development training or workshops as requested
- Maintain confidentiality
- Perform other duties as assigned

QUALIFICATIONS

- **Education:** High school diploma or GED required. Minimum Praxis Score of 462.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students. Ability to communicate clearly and concisely both orally and in writing.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent, and to draw and interpret bar graphs. May be required to perform algebra and/or geometry.
- **Computer Skills:** Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment and preparing and maintaining accurate records.
- **Other Skills and Abilities:** Understand written procedures, speak clearly and understand multi-step written and oral instructions. Ability to develop effective working relationships with

students, staff and the school community. Ability to perform duties with an awareness of all school requirements and Laramie County School District #2 policies.

- **Certificates, Licenses, Registrations:** Seclusion and Restraint certification is required for all Special Education Paraprofessionals, which will be provided by the District.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Performing the job duties of this position requires the following physical demands: some reaching, lifting, standing, walking, carrying, bending, stooping, kneeling, crouching, sitting and/or crawling.

The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.