



# INSTRUCTIONAL

## PARAPROFESSIONAL - SPECIAL EDUCATION

### JOB DESCRIPTION

**JOB TITLE:** Paraprofessional - Special Education  
**REPORTS TO:** Campus Principal  
**LOCATION:** Campus Assigned

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** CLS-06  
**DAYS:** 192  
**JOB ID & DATE:** CLS-02, September 2023

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#### JOB PURPOSE SUMMARY

Special Education Paraprofessionals in a K-12 setting play a crucial role in supporting the education and well-being of students with diverse abilities, including those with significant needs (SN), affective needs (AN), and autism spectrum disorder (LL). This role may involve providing specialized care, including potential diaper changing and assistance with feeding tubes, in compliance with Colorado's special education standards

#### REQUIREMENTS

##### Education Level Details

High School Diploma or equivalent is required.  
Completion of coursework related to special education, disability studies, or a related field is preferred.

##### License or Certification

Colorado Special Education Paraprofessional Certificate or equivalent as required by Colorado state regulations.  
Substitute Certification highly preferred

##### Work Experience Required

Previous experience working with students with diverse abilities, including those with significant needs (SN), affective needs (AN), and autism spectrum disorder (ASD), is highly preferred.

##### Other Skills and Abilities Required.

Strong interpersonal skills and the ability to engage effectively with students with diverse abilities.  
Comprehensive knowledge of Colorado's Special Education standards, Individualized Education Plans (IEPs), and Section 504 plans.  
Patience, empathy, and the ability to provide specialized care and support to students with unique needs.  
Ability to work collaboratively with teachers, therapists, and support staff.  
Physical capability to provide care, including potential diaper changing and assistance with feeding tubes.  
Familiarity with assistive technology and adaptive equipment used in special education settings.  
Bilingual in English and Spanish preferred

## **KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES**

### General

- Provide specialized care, which may include potential diaper changing and assistance with feeding tubes, for students with significant needs (SN), affective needs (AN), and autism spectrum disorder (ASD).
- Collaborate with special education teachers and therapists to implement Individualized Education Plans (IEPs) and Section 504 plans, ensuring students' unique needs are met.
- Actively engage with students with diverse abilities, adapting instructional methods and providing individualized support.
- Assist in maintaining a structured and safe classroom environment, implementing behavioral strategies outlined in IEPs and 504 plans.
- Prepare and adapt materials and resources to accommodate students with diverse abilities.
- Assist in observing and assessing student progress, documenting observations as required.
- Facilitate the use of assistive technology and adaptive equipment to enhance students' learning experiences.
- Maintain open and effective communication with parents or caregivers regarding students' progress and needs specifically with parents.
- Collaborate with general education and special education teachers across different classroom settings, including significant needs (SN), affective needs (AN), and autism units (Learning Lab LL classrooms).
- Promote the inclusion of students with diverse abilities in classroom activities, fostering a sense of belonging.

### Other

- Perform other duties as assigned.
- Participate in ongoing training and professional development to stay current with Colorado's special education standards and best practices.

## **SUPERVISORY RESPONSIBILITIES**

None

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential

functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds. The role may involve providing specialized care, including potential diaper changing and assistance with feeding tubes.

**Work Environment:** While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_