



Mancos School District
Staff Job Description

Title: 1:1 Paraprofessional	FLSA Status: Exempt
Reports To: Special Education Teacher and Building Principal	Pay Range: refer to salary schedule
Prepared/Revised Date: June 7th, 2023	Work Year: 9 months

SUMMARY:

The paraprofessional assists the Special Education teacher to provide extra support to students with documented learning challenges as identified through their Individual Education Plan (IEP). Special education paraprofessionals work closely with students, parents and the staff to promote maximum academic and personal growth, both in small groups and/or 1:1 support.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. Assist in the implementation of Individual Education Plans for the students and monitor and chart their progress. This includes but is not limited to small group/individual support in academics, behavioral and life skills.	D	50%
2. Provide interventions for specific students as directed by the licensed school special education teacher.	D	15%
3. Assist students in establishing and performing daily routines.	D	10%
4. Supervise and facilitate students in the classroom and a variety of settings that may include the lunchroom, playground, to/from buses, cross walks, and on field trips.	D	10%
5. Collaborate with the special education teacher.	D	5%
6. Support instructional programs and provide instructional assistance for students in individual, small, and large group settings.	D	5%
7. Meet all legal requirements including timelines for professional practices such as, but not limited to IEPs, ICAPs, RtI.	D	2%
8. Attend training opportunities as recommended by the Special Education teacher or Principal.	Q	2%
9. Perform other duties as assigned.	D	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Minimum of one year experience in a similar role



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TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent oral and written communication skills
- Intermediate English language skills
- Excellent interpersonal relations skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)
- Creativity, enthusiasm, and dedication
- Ability to follow instructions
- Excellent time management skills
- Ability to be flexible with schedule changes
- Ability to interact and work effectively and cooperatively in a team environment
- Student focused
- Ability to take notes
- Ability to collect and chart data
- Handle high stress situations calmly and with a positive attitude

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- CPR and First Aid Certification; must acquire within 2 months
- CPI Training; must acquire within 2 months
- Must pass various pre-employment background screenings; required at entry

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment
- Microsoft and or Google applications

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Special Education teacher and Building Principal
- Direct Reports: This job has no supervisory responsibility

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				X
Administer a Budget				X
Monitor a Budget				X
Coordinate a Budget				X
Initiate a Requisition		X		



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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				x
Walk				x
Sit				x
Use hands to finger, handle or feel				x

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms				x
Climb or balance			x	
Stoop, kneel, crouch, or crawl				x
Talk				x
Hear				x
Taste		x		
Smell		x		

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		x		
Analyze		x		
Communicate				x



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Copy			x	
Coordinate				x
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate			x	
Use Interpersonal Skills				x
Compile			x	
Negotiate				x

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	x
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	



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Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x
Loud	
Very loud	

OTHER INFORMATION:

- n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.