



Mancos School District
Staff Job Description

Title: Title 1 Paraprofessional K-5	FLSA Status: exempt
Reports To: Building Principal	Pay Range: Salary Schedule - Classified
Prepared/Revised Date: October 25, 2023	Work Year: 9 months

SUMMARY:

The reading paraprofessional is responsible for providing classroom support and direct instruction to students, individually, or in small groups, to enable students to develop literacy skills, as directed by the Title 1 Reading Specialist and/or the classroom teacher.

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. Provide direct instruction in reading for identified small groups and individual students, with an emphasis on below grade level students.	D	80%
2. Assist teachers with classroom/student management in small groups, classroom support times, or individually as needed.	M	5%
3. Assist with DIBEL 8 benchmark testing and MAPS testing by preparing materials, printing plans/reports, adding data to Enrich, and other tasks as needed.	Q	3%
4. Administer, collect, and provide weekly data from progress monitoring assessments for tiered interventions.	W	3%
5. Attend Multi-tiered System of Supports/Response to Intervention meetings (staff Fridays) and share data on student performance.	D	3%
6. Be flexible and willing to meet students and staff where they are and work forward from that point.	D	1%
7. All information about students must be kept confidential and only shared with those who work directly with the student.	D	1%
8. Attend and assist with after school events such as Parent Teacher Conferences and/or Open House.	Q	1%
9. Keep an organized schedule of reading groups and tier times. In addition, ensure that groups start and end on time.	D	1%
10. Must have basic computer skills for entering data into Enrich, using an online curriculum, and taking online curriculum training/webinars.	W	1%
11. Be on time to duties such as recess or cafeteria duties.	D	1%
	TOTAL =	100%



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EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or GED
- Experience in teaching reading

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Establishing and maintaining cooperative working relationships
- Intermediate oral and written communication skills
- Intermediate English language skills
- Strong interpersonal relations skills
- Intermediate organizational skills and flexibility to accept change
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Must have a valid driver’s license
- 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: Title 1 Reading Specialist and Building Principal
- Direct Reports: n/a

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			



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



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VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

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.