



Mancos School District
Staff Job Description

Title: ESS Instructional Paraprofessional (Special Education)	FLSA Status: Exempt
Reports To: ESS Coordinator & Building Principal	Pay Range: Salary Schedule
Prepared/Revised Date: April 26th, 2024	Work Year: 9 months

SUMMARY:

Every student will be respected, provided a safe learning environment and exposed to the best education deliverable that encourages them to develop to their full potential. Provide instructional support and assistance in meeting the educational needs of students with significant support needs, under the direction and immediate supervision of a licensed school professional. Services provided may vary based on Individual Education Plans (IEP) and requirements to provide services in the least restrictive environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.

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, **(O)** ongoing, 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. Support instructional programs and provide instructional assistance for students in individual, small, and large group settings. Assist in facilitating the execution of Individualized Education Plans for students under the direction of licensed staff. Implement approved modifications and/or accommodations of curriculum. Enforce district policies regarding behaviors and discipline to help correct behavioral problems and assist in meeting student behavioral goals. Supervise and facilitate students in the classroom and a variety of settings that may include the lunchroom, playground, field trips, extra-curricular activities, or on-the-job training.	D	60%
2. Implement specialized therapy programs; work directly with therapists on physical progress and Individualized Education Plans (IEP).	D	10%
3. Meet all legal requirements including timelines for professional practices such as, but not limited to IEPs, ICAPs, 504, Rtl.	D	10%
4. Assist the licensed staff by helping with data collection, updating records and documentation while helping maintain student files and class records. Maintain compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA.)	W	5%
5. Manage student behavior	O	5%
6. Attend and participate in district and building in-service opportunities and committee work.	M	5%
7. Attend parent conferences	A	1%



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8. Perform other duties as assigned.	D	4%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Basic Skills Competence (Minimum 2 years of college, e.g. associates degree, or 48 semester hours of college coursework) OR Pass paraprofessional test (CDE and NCLB qualifications) prior to or shortly after being hired.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent interpersonal skills and oral and written communication skills
- Strong decision making, analytical and organizational skills
- Ability to work with students with diverse needs at various levels
- Ability to work and build positive relationships with school staff, families, and youth
- Ability to communicate and coordinate with a variety of school and community groups
- Commitment to collaborating and progress monitoring with colleagues and partners to achieve desired results
- Be flexible and adaptable to a changing work environment while maintaining effectiveness and efficiency
- Ability to interact and work effectively and cooperatively in a team environment
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- CPR and First Aid training preferred at hire.
- Crisis Prevention Intervention (CPI) training required within the first year of hire.
- Colorado driver's license and school district small vehicle operator permit may be required.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with computers
- Operating knowledge of and experience with Microsoft Office and Google
- Student information systems

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Secondary ESS Coordinator & Building Principal
- Direct Reports: Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch and to and from classes.

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



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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 for daily tasks				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)	
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.