

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** Paraprofessional II - Preschool  
**Job Family:** Student Support  
**Department:** Student Services and School Based  
**Typical Work Year:** 9 months

**Pay Grade:** Support Staff, Range 5  
**FLSA Status:** Non-exempt  
**Prepared Date:** July 1, 2016

**SUMMARY** Assist both normally developing students and those with identified special needs in their educational, physical, emotional, and language growth and development in the classroom, under the direction of a certified teacher. Assist with documentation of observations, meeting IEP and ILP objectives, and maintaining a safe and clean environment in accordance with Colorado Child Care Rules and Regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- |         |     |   |
|---------|-----|---|
| D       | 20% | Provide classroom and one-on-one support to student(s) as necessary   |
| D       | 10% | Assist teacher in modifying instructional materials, assignments, and/or equipment to accommodate student needs in classroom, other learning environments |
| D       | 10% | Assist teacher in observing, monitoring, and recording student behavior, academic progress, and medical needs   |
| D       | 10% | Assist with expanding students' communication and motor skills  |
| D       | 10% | Assist with preparing and maintaining classroom, with a particular emphasis on safety and cleanliness   |
| D       | 10% | Assist students on/off school buses and with feeding, toileting, hygiene, and cleanliness   |
| D       | 10% | Assist and support in carrying out social/emotional support programs  |
| D       | 10% | Facilitate students' active participation in large and small group time and with peers  |
| D       | 5%  | Perform clerical duties and assist in preparing/organizing classroom materials  |
| D       | 4%  | Communicate with teacher about children's growth and progress   |
| Ongoing | 1%  | Perform other duties as assigned.   |

*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.*

**EDUCATION AND TRAINING:** High school diploma or equivalent. Basic Skills Competence (Minimum 2 years of college ,e.g. associates degree, or 48 semester hrs of college coursework) OR Pass paraprofessional test (CDE and NCLB qualifications) prior to being hired.

**EXPERIENCE:** Experience is preferred but may not be necessary for hiring.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** CPR and First Aid training preferred at hire; required within three months of hire. Crisis Prevention Intervention (CPI) training required within three months of hire. Criminal Background Check required for hire.

### **TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Communicate effectively in written and oral form using positive interpersonal skills
- Consultation skills
- Ability to assist in developing and support the behavior intervention plans, classroom management systems, and reinforcement systems
- Ability to use effective interventions for at risk learners

- Knowledge of child development
- Knowledge of developmental, emotional, and behavioral disabilities
- Experience in data collection and data analysis
- Non-violent and physical intervention techniques
- Ability to use proper English grammar, punctuation, and sentence structure
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Knowledge of first aid skills

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers.
- Operating knowledge of assistive technology for communication preferred.
- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Building Administrators  
Preschool Teacher

**Direct Reports:** This job has no supervisory responsibilities

- 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:** This job has no budgetary responsibilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	
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			
	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			
	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		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	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			
Exposure to bodily fluids		X		

VISION DEMANDS:	Required
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	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date