



# *Cheyenne Mountain School District 12*

## **Job Description**

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### **Position Type:**

Classified

### **Job Title:**

Paraprofessional

### **Organizational Relationships:**

This position reports to the School Principal and Special Education or Designees. Requires collaboration with other disciplines, general education and special education teachers, administrators, students, and their families.

### **Position Summary:**

Assists regular and/or special education teachers in obtaining educational goals for students and maintaining a safe and comfortable environment conducive to learning. Provides instructional support and assistance in meeting the needs of students, under the direction and immediate supervision of a licensed school professional. Services provided vary based on Individual Education Plans (IEP) and requirements to provide services in the least restrictive environment. The location of the assignment may vary each year depending on the needs of the district and students, as defined by the Special Education Director.

### **Essential Duties/Functions:**

The following statements are illustrative of the essential functions of the job and other key duties that may be required. The description may not include all functions performed by the incumbents in various locations. The district reserves the right to modify or change the duties or the essential functions of this job at any time.

- Assists and supports students with special needs, which may include emotional issues, self-help skills, fine and gross motor, communication, auditory, physical, educational, medical, and health needs
- Reinforces curriculum, activities, and skills with small groups of students or one-on-one by tutoring, instructing, demonstrating/modeling, explaining assignments, creating opportunities for cognitive and motor development, administering tests, utilizing adaptive learning and communication equipment, and/or adapting assignments to student capabilities, implementing approved modifications and/or accommodations of curriculum monitoring and enforcing social and acceptable behavior
- Supervises student behavior and safety in the classroom, and/or between classes, in the lunchroom, on the playground, on field trips, in crosswalks, getting on and off the bus, and to and from parents' vehicles
- Assists in specialized programs, under the direction of the special education teacher, by providing specialized individualized instruction, including academic support, monitoring behaviors, and functional life skills. Works directly with therapists on progress and supports behavioral plan implementation
- Assists students with health and hygiene needs as required, including administering basic first aid, diapering, toileting, dressing, and/or feeding. Encourages good hygiene habits and encourages students to be self-sufficient in these areas, as appropriate
- Attends staff, team, and/or other meetings, as needed
- Regularly assists with transfer/movement of students within the building
- Provides support in the general education setting for students to fully participate in class activities



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- Assists the school professional by helping with data collection, updating records, and documentation while helping maintain student files and class records
  - Maintains compliance with confidentiality laws, including the Family Educational Rights and Privacy Act (FERPA)
  - Reports consistently for work as scheduled
  - Meets performance standards as identified in the District Evaluation Process
  - Adheres to all Cheyenne Mountain School District 12 Board of Education policies, state rules, and regulations
  - Performs other assigned duties

#### **Knowledge/Skills/Abilities:**

- Strong interpersonal and communication skills
- Proficient in reading, writing, and math skills
- Ability and willingness to work with children from diverse backgrounds and with various abilities and needs
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

#### **Required Qualifications:**

- High school diploma or equivalent
- Criminal background check is required for hire

#### **Preferred Qualifications:**

- CPR and First Aid certifications may be required at hire
- Knowledge of child development, behavioral management, and age-appropriate instructional techniques
- Operating knowledge of various adaptive equipment (e.g., electric wheelchair, dynavox, braces, lifts, etc.)

#### **FLSA Status:**

Non-Exempt

#### **Work Environment:**

The work environment characteristics described here represent those a staff member typically encounters while performing the essential functions of this job. They are included for informational purposes and are not all-inclusive.

- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts (e.g., adaptive equipment)
- The employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.
- May be subject to extensive, aggressive, and non-compliant behavior from special needs students



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#### **Physical Demands:**

The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all-inclusive. All physical demands, if listed, are considered essential functions.

- Frequent sitting, standing, walking, kneeling/squatting, bending/stooping, pushing/pulling, grasping/squeezing, wrist flexion/extension, twisting, and reaching
- Has oral and auditory capacity enabling interaction interpersonally and/or through communication devices
- Uses eyes, hands, and finger coordination, enabling the use of equipment and writing utensils
- Lifts or carries burdens weighing up to 50 lbs.
- The employee may occasionally assist with the transfer of students or equipment that is weight-bearing. Lifting or moving more than 50 pounds with assistance
- Specific vision abilities required by this job may include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Works with frequent interruptions; maintains emotional control under stress

#### **Cognitive Functions:**

The following are some of the cognitive functions commonly associated with this position. They are included for informational purposes and are not all-inclusive. The staff member may be required to analyze, communicate, compare, compile, compute, coordinate, copy, evaluate, instruct, negotiate, synthesize, reason, and use interpersonal skills.

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*In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado Law and district administrative policy AC E 1 (Nondiscrimination/Equal Opportunity), Cheyenne Mountain District 12 does not discriminate based on disability, race, creed, color, sex, sexual orientation, ethnicity, conditions related to pregnancy or childbirth, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.*