



Platte County School District #1

John Weigel, Interim Superintendent
Glendo /Wheatland

1350 Oak Street, Wheatland, Wyoming 82201
Phone 307/322-3175 /FAX 322-2084



Developed 11/2024 PCSD #1

Paraeducator – Special Education

FLSA Status: Non-Exempt

175 Work Days

SUMMARY: Under the direction of a certified teacher, provide support to students with special education needs within the assigned classroom by reinforcing curriculum with individual and/or small groups of students; adapting classroom activities, assignments, and/or materials as directed; collaborating with teachers to implement Individualized Education Plans (IEPs); monitoring student behavior, and providing clerical support to teacher(s) and staff. This position could be placed in the following areas: job coach, resource room, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty/functions 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.

Job Tasks Descriptions

1. Under the direct supervision of a certified teacher, assists students individually or in small groups to introduce and/or reinforce learning concepts, curriculum, assignments, and/or lesson plans in order to maximize student learning and to reach academic goals. Administers tests, homework assignments, make-up work, etc. to support the teacher in the classroom. Adapts classroom activities, assignments, and/or materials and/or makes accommodations under the direction of the special education teacher. Models conversations, manners, active listening, organizational skills, problem solving strategies, and everyday interaction to demonstrate appropriate social behavior in a culturally sensitive manner and to develop students' daily living and behavioral skills.
Frequency: D% of Time: 50%
2. Confers with certified teacher to assist in the evaluation of student progress, success, and recordkeeping. Provides verbal feedback and/or written documentation and reports observations and incidents related to specific students. Maintains manual and electronic files and records as required.
Frequency: D% of Time: 10%
3. Collaborates with teachers to implement and meet Individualized Education Plan (IEP) objectives. Observes students throughout the course of the school day to evaluate progress toward IEP objectives and/or implement accommodations and/or modifications for the purpose of maximizing student learning. Attends IEP meetings, as requested, to provide feedback to teachers and/or parents in evaluating progress and/or implementing IEP objectives.
Frequency: D% of Time: 10%
4. Monitors and supervises students in a variety of settings, including classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc. Implements various levels of discipline in accordance with school district and building policies for the purpose of ensuring a safe and positive learning environment.
Frequency: D% of Time: 10%



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5. Assists in making copies and obtaining, organizing, and maintaining classroom materials, equipment, and work areas to maximize student learning, provide a safe learning environment, and meet mandated requirements.
Frequency: D% of Time: 10%
6. Assists other personnel as required which may include enrolling students, maintaining records, working with other classroom teachers, filing paperwork, organizing rooms, duplicating, laminating, correcting papers, etc.
Frequency: W% of Time: 2%
7. Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
Frequency: W% of Time: 2%
8. Attends meetings and in-service training as required.
Frequency: W% of Time: 2%
9. Performs other duties as assigned.
Frequency: Ongoing% of Time: 4%

TOTAL = 100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- No experience required
Experience working with school age children preferred
- Experience working with children with special needs preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- First Aid certification preferred

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- English language skills
- Oral and written communication skills
- Interpersonal relations skills
- Basic math skills
- Bilingual language skills preferred



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- Knowledge of child development stages preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability and willingness to work effectively and compassionately with students with all levels of abilities
- Ability and willingness to adhere to attendance expectations and to follow district procedures for absence reporting
- Ability to promote and follow Board of Trustees policies, District policies, and building and department procedures

Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds

Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate/required safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

Operating knowledge of and experience with personal computers and peripherals preferred; required within 2 months after hire

Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, etc. preferred; required within 2 months after hire

Operating knowledge of and experience with office productivity programs, such as Microsoft Office Suite, E-mail, etc. preferred

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Certified Teacher and Principal

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, on recess, on field trips, etc.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

None required

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.