

FLAGSTAFF ARTS AND LEADERSHIP ACADEMY

2017-07-14

SPED Parapro Open Position

FALA seeks a dynamic, Special Education Parapro to join our SPED team. The team consists of a Director, Special Education Teachers, Special Education Coordinator, and several full-time paraprofessionals. We have a student body of over 300 students in grades 7- 12. Why should you join our team? One of the biggest benefits is our close community, our warm and inviting culture and the atmosphere at FALA of acceptance, expression and growth. Send a resume and letter of interest to Director of SPED, Stephanie Birdwell, sbirdwell@flagarts.com or call 779.7223 ext. 205 for more information.

JOB DESCRIPTION

POSITION/TITLE:	Paraprofessional - Special Education
TERMS OF EMPLOYMENT:	Hourly
SALARY:	Placement Schedule
FLSA STATUS:	Non-Exempt
BENEFITS:	N/A

QUALIFICATIONS:

1. AA Degree or higher preferred OR
2. Completed two years of study (equaling 60 or more credit hours) from an accredited institution of higher education OR
3. Obtained a passing score on one of the Arizona Department of Education approved assessments:
 - a. ETS ParaPro Assessment (Praxis)
 - b. ACT Workkeys (Writing, Applied Mathematics & Reading for Information)
 - c. Master Teacher's ParaEducator PD Now!
4. Obtain a valid fingerprint clearance card.
5. Three years of progressively responsible experience working in a Special Education environment.
6. Demonstrated interest in working with students who have special needs as a team member, cooperating with others and participating in joint sessions to enhance the student's' learning experience..
7. Must have the basic foundation of clerical tasks, such as copying, taking notes and inputting information into a computer.
8. Must have the ability to work with a wide diversity of individuals to problem solve with data.
9. Must have proven human relations, interpersonal, and communication skills.
10. Must be able to work with limited supervision following standardized practices and or methods.
11. Must have a working knowledge of standard business machines including Macintosh and Google.

JOB GOAL: To provide services to students one-on-one or as a small group tutor to assist students to learn based on their individual abilities. Assist teachers with paperwork and student supervision by communicating effectively orally and in writing with the special education teacher, parents and students who may have various difficulties.

DUTIES AND RESPONSIBILITIES:

1. Works with individual or small groups of students to reinforce learning of standards or skills initially introduced and outlined by certified staff. Provides input into teaching strategies and planning.
2. Assists the certified staff in implementing special strategies for reinforcing learning standards and skills based on a empathetic understanding of individual students, their needs, interests, and abilities.

3. Working with one student or a small group, reinforce lessons with additional tutoring, individualized study tasks as directed by the teacher.
4. Monitor work, corrects papers, and records evidence of student's learning and progress, giving regular reports to teachers. Check student progress on assignments, administer and score tests under teacher direction
5. Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular certified staff.
6. Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff.
7. Alerts the certified staff to any problem or special information about an individual student.
8. Consulting and collaboration with Special Education and Regular Education teachers as well as related service staff.
9. Performs assigned supervision of students during lunch periods, and on field trips.
10. Performs assigned non-instructional, medically-related, student-focused classroom duties, such as toileting, and clothing routines.
11. Participates as needed in the Individualized Education Program meetings and behavioral management planning for students.
12. Participates in in-service training programs as approved.
13. Demonstrates ethical behavior and confidentiality of information about students in school environment and community..
14. Performs other duties as assigned.

REPORTS TO: Director of Special Education

EVALUATION: Performance will be evaluated in accordance with the Board's Policy on Evaluation of personnel.