

**FLAGSTAFF ARTS AND LEADERSHIP ACADEMY
JOB DESCRIPTION**

POSITION/TITLE:	Paraprofessional - Special Education Scheduler
TERMS OF EMPLOYMENT:	Salary (10 month)
SALARY:	Placement Schedule
FLSA STATUS:	Non-Exempt
BENEFITS:	Standard Package

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. Advanced communication and organizational skills
6. Must have the advanced foundation of clerical tasks, such as copying, taking notes and inputting information into a computer.
7. Must have the ability to work with a wide diversity of individuals to problem solve with data.
8. Must have proven human relations, interpersonal, and communication skills.
9. Must be able to work with limited supervision following standardized practices and or methods.
10. Must have a working knowledge of standard business machines including Macintosh and Google.

JOB GOAL: To provide administrative support and perform numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests. May assist teachers with paperwork and student supervision by communicating orally and in writing with the special education teacher, parents and students.

DUTIES AND RESPONSIBILITIES:

1. Organize and maintain the scheduling of department meetings and requests.
2. Answer phone calls, take messages, books appointments and handles correspondence.
3. Typing, preparing and collating reports.
4. Handles confidential documents ensuring they remain secure.
5. Organising and servicing meetings (producing documents, etc)
6. Managing databases by maintaining electronic and paper records ensuring information is organized and easily accessible. (IEP Pro)
7. May be required to attend meetings and keep minutes.
8. Calls parents two days before an IEP meeting to confirm meeting.
9. Arranges appointments for meetings as directed by supervisor.
10. 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.
11. Working with one student or a small group, reinforce lessons with additional tutoring, individualized study tasks as directed by the teacher.

12. Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular certified staff.
13. Consulting and collaboration with Special Education and Regular Education teachers as well as related service staff.
14. Performs assigned supervision of students during lunch periods, and on field trips.
15. Participates as needed in the Individualized Education Program meetings and behavioral management planning for students.
16. Participates in in-service training programs as approved.
17. Demonstrates ethical behavior, maintains professional standards and confidentiality of information about students in school environment and community.
18. 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.

Employee's Signature: _____ Date: _____

Adopted: