

**FLAGSTAFF ARTS AND LEADERSHIP ACADEMY**  
**Paraprofessional Open Position**

<b>POSITION/TITLE:</b>	Paraprofessional - Special Education
<b>TERMS OF EMPLOYMENT:</b>	Hourly
<b>SALARY:</b>	\$12-14.00 per hour depending on experience
<b>FLSA STATUS:</b>	Non-Exempt
<b>BENEFITS:</b>	Standard Package

**PREFERRED 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 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. Basic foundation of clerical tasks, such as copying, taking notes and inputting information into a computer.
8. Ability to work with a wide diversity of individuals to problem solve with data.
9. Proven human relations, interpersonal, and communication skills.
10. Able to work with limited supervision following standardized practices and or methods.
11. 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 classroom teacher, special education case manager teacher, parents and student(s) who may have difficulties communicating.

**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 devising 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 student-focused classroom duties, such as snack time 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.

Send a resume and letter of interest to Director of SPED, Kim Khatibi, [kkhatibi@flagarts.com](mailto:kkhatibi@flagarts.com) or call 779.7223 ext. 205 for more information.