

Vail School District Job Description

Job Title: PARAPROFESSIONAL II**Department:** Civano Community Schools & Vail Blended Learning**Reports To:** Lead Teacher**FLSA Status:** Non-Exempt**Level:** 4**Revised:** September 25, 2012**SUMMARY**

Assists the teacher to provide a well-organized, smooth functioning classroom and school environment in which students can take full advantage of the Civano Community Schools model of exemplary, child-initiated approach to learning, or Vail Blended Learning's digital learning that incorporates real and authentic learning experiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the teacher in the classroom in the review, make-up or continuous learning activities for a student or small group of students according to procedures established by the teacher.
- May assist with implementation of student individual education plan (IEP) or a student 504 accommodation plan.
- Participates in the children's activities by interacting, observing, extending language experiences, as needed, modeling desired behavior and facilitating conflict resolution by using only positive guidance techniques.
- Monitors students during brief periods of teacher absence.
- Assists with the supervision of students during play periods as needed, lunch periods, assists with tutorials during computer aided instruction as needed, and during student arrival and dismissal.
- May assist with assessing student health and wellness, including administration of first aid and permissible medications, following school guidelines, district policies, and all applicable rules and regulations.
- Maintains a high level of ethical behavior and confidentiality of information about students.
- Performs a variety of clerical and office duties in support of the teacher and the school, including but not limited to, registration, attendance, copy and workroom equipment, and media center equipment.
- Participates in daily cleaning, custodial, and safety-related activities, as directed.
- Follows the Vail School District Governing Board Policies and Procedures along with the school handbook and procedures.
- Follows rules and regulations of the Arizona Department of Health Services.
- Maintains a work environment that generates trust, collaboration, and caring.
- Must be able to work with a diverse population, including those with various individual needs.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and EXPERIENCE

- High school diploma or equivalent AND minimum of 3-6 months experience in childcare, education or working with children in related activities.

ABILITIES

Ability to demonstrate knowledge and proficiency in working with computers and other types of technology.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively to students, parents, employees, and members of the community. Ability to write activity/lesson plans, routine reports and correspondence. Ability to communicate effectively with students who have special needs.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working outside in all types of weather, including direct summer sun. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.