

Special Education Para Professional

General Purpose:

To partner with Special Education and General Education teachers to daily engage students, promote student success, provides outreach and support services, assist in ensuring students achieve personal and program goals.

Essential Duties and Responsibilities:

- Work with staff to analyze and record daily attendance interventions, course progress, and student retention data.
- Understand and possess a working knowledge of Individual Education Plans (IEP).
- Assist in the preparation of IEP meetings.
- Assist SPED teachers in serving students according to their IEP needs and hours.
- Conduct student home visits and attend truancy court in collaboration with teachers as needed.
- Establish and maintain collaborative working relationships with students, parents, and staff to enhance the instructional environment.
- Attend Student Success meetings to evaluate student growth.
- Collaborate to support data-based decision-making and continuous improvement.
- Maintain a high level of communication (both verbally and in writing) with staff, students, and parents to deliver program information and address individual student needs.
- Maintain up-to-date, accurate, effective and efficient record keeping procedures.
- Model professional and ethical standards when dealing with students, parents, staff, and community.
- Meet professional obligations through efficient work habits, such as: meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others.

Minimum Requirements:

- Able to meet paraprofessional highly qualified requirements as defined by the Colorado Department of Education preferred, specifically:
- Possess a high school diploma or its equivalent (e.g., the GED); AND
- Demonstrate subject matter competency by:
- Earning an Associate (or higher) degree; OR
- Completing at least two years (48 credit hours) of study at an institution of higher education; OR
- Passing a formal state or local assessment measuring one's knowledge of and ability to assist classroom teachers in reading, writing and mathematics

Experience:

- Two years of experience working with students
- Experience working with students with disabilities preferred

Or other background demonstrating application of the following knowledge, skills, and abilities:

- Solid work history of the elements of healthy school engagement and methods of influencing students' active involvement in their own success.
- Demonstrated knowledge of effective study skills and effective time management techniques and ability to convey them to students in an effective manner
- Previous work history using excellent interpersonal, organizational, time-management, verbal and

written communication skills as evidenced by working with and/or managing students.

- Knowledgeable and comfortable working with technology. Able to competently and persistently apply problem solving skills towards technology issues.
- Proven ability to serve on student-centered teams and participate in a collaborative decision making process
- Ethical, honest, and good-humored.
- Strong work ethic to achieve both school and personal goals and maintain a high level of confidentiality.