

## 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.