



WILLIAMS UNIFIED SCHOOL
DISTRICT #2
Position Available

Employment Opportunity

Para-Educator, Special Education
Position

DOE/Classified Staff Salary Schedule
Salary Level

2023-2024 School Year
Work Calendar

Open until Filled
Closing Date

WUSD#2 is a small rural district in beautiful Northern Arizona that is committed to continuous improvement. We are looking for dedicated educators who possess a positive attitude, enjoy a collaborative environment, and care deeply about student success. WUSD#2 operates on a four-day school week.

QUALIFICATIONS

- High School diploma.
- Must know, understand, and apply confidentiality.
- Special Education experience preferred; study in special education or knowledge of special education laws, terminology and IEP desired.

GENERAL

- Communicate with and assist teacher to implement Individualized Education Plan (IEP) consistent with special education regulations and procedures. Understand what Para-educator's role will be in instructing/supervising students using that plan.
- Work closely with classroom teachers to create a classroom environment to provide opportunities for students to learn appropriate social skills, develop positive attitude and self-image conducive to learning; incorporate, model, and reinforce positive behavior with students, parents, colleagues and others.
- Assist students in the regular classroom, reinforcing skills and concepts as needed per IEP, and/or tutor an individual, small groups; assist teachers to modify instruction as needed to meet individual needs; provide student progress data to teachers on a weekly basis.
- Maintain discipline of assigned students as scheduled by the teacher to ensure safety, health, and welfare of the students; guide students to set and maintain standards of school and classroom behaviors and others stated in the IEP.
- Take all necessary and reasonable precautions to protect students, equipment, material, and facilities of the school; advocate on behalf of students with disabilities to ensure students receive the needed appropriate services.
- Supervise students at school, during duty on playground or lunchroom, extracurricular trips, bus runs as needed and other school-related activities.
- Attend all meetings and trainings as assigned; maintain accurate and complete records and timesheets as required by the special education regulations, school policies and procedures.
- Assist with IEP progress monitoring checklist activities.
- Perform other duties as assigned. Paraprofessionals are assigned to meet the needs of the educational institution, not necessarily the needs of individual students. As such, assignments are always subject to change.

To apply: Download Classified Application at www.wusd2.org or pick up application at the District Office: 411 N. 6th St. Williams, AZ. Contact Rainey Oliver at (928) 635-4473 or humanresources@wusd2.org.

WILLIAMS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The Williams Unified School District affirms that it does not discriminate on the basis of race, color, national origin, religion, marital status, gender, age, veteran status, genetic information & testing, family and medical leave, sexual orientation, gender identity, expression or disability in admission or access to, or treatment or employment in its education programs or activities.

We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.