

**WILLIAMS UNIFIED SCHOOL DISTRICT #2**  
**Employment Opportunity**

***EMPLOYMENT OPPORTUNITY***

**POSITION:**

Para-Educator (Special Education K-12)  
32 HR Week / 2020-2021 School Year

**SALARY:** D.O.E.

**SUPERVISED BY:**

Building Special Programs Director & Principal

**CLOSING DATE:**

8/25/2020

**JOB SUMMARY:** Under the supervised guidance of the classroom and special education teachers and lesson plans, the Para-Educator/One-on-One Aide will accompany and supervise students with disabilities as they move between classes learning functional, academic, social and behavioral skills that will contribute to their development as lifelong learners and good citizens.

**QUALIFICATIONS:** High School diploma, plus Associate of Arts Degree or 64 college credit hours in elementary education with a Special Education emphasis, or have obtained a passing score on the state mandated Parapro Assessment. Enjoy working with students with exceptionality & the challenged. Flexible in working with variety of teachers and moving from classroom to classroom, doing activities with students, meeting with parents in a positive way. Knowledge of special education laws, terminology and IEP; must know, understand, and apply confidentiality. Special Education experience preferred; study in special education desired.

**RESPONSIBILITIES:**

1. Communicate with, and assist teacher, as they plan and design program of study for students per 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.
2. Assist with diapering, hygiene and wheelchair transfers as needed.
3. Document student progress on a provided daily checklist.
4. 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.
5. Assist with providing work modified to a student's individual level within the General Education and Special Education Classrooms.
6. Assist students in the regular classroom to reinforce 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.
7. Maintain discipline of assigned students as scheduled by the teacher to ensure safety, health, and welfare of the students; guides students to set and maintain standards of school, classroom behaviors and others stated in the IEP.
8. 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.

9. Supervise students at school, during duty on playground or lunchroom, extracurricular trips, bus runs as needed and other school related activities.
10. 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.
11. Prepare instructional charts, materials, bulletin boards, etc. based on the lesson plans, themes and activities. Employ instructional strategies, media, support technology as recommended and guided by the teacher when reinforcing functional, academic or behavioral skills to ensure continual achievement for the students.
12. Perform other duties as assigned, especially in cases where the assigned student is absent. 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.

Please go to [www.wusd2.org](http://www.wusd2.org) to download Support Application, stop by District Office at 636 S. 7<sup>th</sup> St., Williams, AZ 86046 or call Stefanie at #928-635-4473 X 611. [smathewson@wusd2.org](mailto:smathewson@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 and 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