



Gilbert Campus
580 W. Melody Ave.
Gilbert, AZ 85233
480-813-9537
480-813-6742 fax

Queen Creek Campus
4567 W. Roberts Rd.
Queen Creek, AZ 85142
480-888-1610
480-888-1655 fax



Special Education Paraprofessional

Classification: Hourly/Non-Exempt

To assist with instruction, support, and supervision of students through one-on-one and small group instruction, playground supervision and assisting with testing and assessment of student's progress under direction from teachers, related service providers, and administrators. Position longevity will be determined from individual classroom's and student needs.

Essential Functions:

- Works with individual students or small groups in classroom or the general education classrooms and/or special education classrooms to reinforce learning material or skills initially introduced by the teacher.
- Assists in data collection related to student performance in academic and behavioral domains.
- Assists teachers in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Grades papers and maintains records (including but not limited to files and computer records) under teacher supervision required by federal, state and District policies.
- Supervises students outside of the classroom (including but not limited to emergency drills, assemblies, play periods, lunch periods, playground time, and field trips)
- Administers tests and assessments under teacher direction.
- Participates in in-service training programs as assigned.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Performs other duties as assigned.

Skills, Knowledge and Abilities:

- Experience and knowledge of student needs at different ages, educational and developmental levels.
- Working knowledge of educational practices, processes and techniques.
- Willingness to become familiar with EDUPRIZE SCHOOLS educational policies, regulations and rules as well as federal and state laws, regulations, policies and rules.
- Ability to assess student's educational needs.
- Provide tutoring in various educational subjects and areas.
- Operate office equipment and MS Office.
- Skill in communicating verbally, and written, through translation and interpretation
- Skill in establishing and maintaining effective working relationships with others.

MINIMUM QUALIFICATIONS:

Required: Associate degree or Paraprofessional Certificate. If neither of these apply, applicants will be required to take and pass an online course/test provided by the District; Identity Verified Fingerprint Clearance Card (IVFPCC) issued by the Arizona Department of Public Safety (DPS); Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision, corrected to 20/20, hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift (exerting force up to 50 pounds), carry, push, pull or otherwise move objects up to 125 lbs. Bilingual preferred.

OTHER POSITION INFORMATION: May involve personal assistance with toileting, hygiene, feeding, lifting as well as other possible needs. Hours will be in relation to the school site hours and student needs. Continuing positions for the subsequent school years, if offered, may be rearranged as needed to best meet the needs of the students.

AN EQUAL OPPORTUNITY EMPLOYER: EDUPRIZE SCHOOLS does not discriminate based on race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities. EDUPRIZE Schools is an equal opportunity employer in compliance with title IX of The Education Amendments of 1972 and Sec. 504 of the Rehabilitation Act of 1973.