



## Job Title: Special Education Paraprofessional

Classification: Hourly / Non-Exempt

Reports To: Special Education Case Manager and Special Education Administration

### Position Summary:

The Special Education Paraprofessional supports students with disabilities by assisting with instruction, supervision, and data collection under the direction of certified staff. This includes working one-on-one or in small groups, supporting classroom activities, and assisting in the implementation of Individualized Education Programs (IEPs). Assignment duration is based on student and classroom needs.

### Essential Duties and Responsibilities:

- Provide instructional support to students in general and special education settings.
- Assist with data collection related to academic and behavioral goals.
- Support teachers in implementing individualized strategies tailored to students' needs.
- Supervise students during non-classroom times (e.g., lunch, recess, field trips).
- Administer assessments under teacher direction.
- Maintain accurate records and documentation as required.
- Participate in professional development and training sessions.
- Maintain confidentiality and uphold ethical standards in accordance with FERPA and IDEA.
- May involve personal care assistance (e.g., toileting, hygiene, feeding).
- Perform other duties as assigned.

### Required Knowledge, Skills, and Abilities:

- Understanding of child development and educational practices.
- Ability to follow instructional plans and adapt to student needs.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and professionalism.
- Proficiency with basic technology and office equipment.
- Ability to lift and assist students as needed (up to 50 lbs. regularly, 125 lbs. occasionally).

### Minimum Qualifications:

- Associate degree or valid Arizona Paraprofessional Certificate.
- If neither is held, candidates must pass a district-provided assessment.
- Valid Identity Verified Fingerprint Clearance Card (IVP) issued by the Arizona Department of Public Safety.
- Ability to meet physical demands of the position with or without reasonable accommodation.
- Bilingual preferred.

### Additional Information:

- May involve personal care assistance (e.g., toileting, hygiene, feeding).
- Work hours are aligned with school site schedules and student needs.
- Positions may be reassigned annually based on student placement and service requirements.

### Equal Opportunity Employer Statement:

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