



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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