

## Heber Overgaard Unified School District No.6

May 20, 2026 In house

May 26, 2026 Public

Position Deadline: **Open Until Filled**

Heber/Overgaard U.S.D. #6  
PO Box 547 / 3375 Buckskin Canyon  
Heber, AZ 85928  
Phone (928)535-4622 / Fax (928)535-5146  
Email [katrina.parrish@h-oschools.org](mailto:katrina.parrish@h-oschools.org)

### **GENERAL POSTING**

#### Notice

Heber-Overgaard Unified School District #6 has a & part time 10-month, non-benefit, non-Exempt **One on One Aide** position available . Four days per week (Monday – Thursday) Hours to be determined by Principal. **Para Pro test (we will administer the test) or college hours required.** Position will start 8/4/26 upon Board approval. \*Submit resume and application. HOUSD #6 is an equal opportunity employer.

**Please see attached job description, preferences and requirements.**

\*If you are a current employee for the Heber-Overgaard Unified School District No. 6 you only need to send us a letter of intent. For those not currently employed by the District you must fill out an application. Application procedures can be downloaded from our website at [www.heberovergaardschools.org/employment](http://www.heberovergaardschools.org/employment). Please contact Katrina Parrish (ext. 5001) for any further details on the posting above.

#### **Notice of Nondiscrimination**

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Heber-Overgaard Unified School District are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age, or disability including pregnancy, sexual orientation and gender identity in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following individual who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination: Ron Tenney, 928-535-4622 x 5000.

## JOB DESCRIPTION

CLASSIFICATION Classified One on One Aide

PAY SCALE POSITION Col 1 DATE APPROVED May 14, 2026

### GENERAL INFORMATION:

Work Classification:  10 Month  
 11 Month  
 12 Month

Work Week: Starts 12:00 AM Thursday through Wednesday 11:59 PM

Work Days: Monday through Thursday or as assigned by supervisor

Work Hours:  As assigned by supervisor  
 9-Hours per day  
 7-Hours per day  
 Other \_\_\_\_\_

Work Status:  Exempt  Non-Exempt

Blood Borne Pathogen Risk:  Not at Risk  
 At Risk - Job assignments may require you to be to Hepatitis B Virus. The district will provide Hepatitis B Virus immunization. A series of three (3) shots.

Fingerprints IVP Card:  As required by ARS 15-512 and District Policies.

Hazardous Waste Exposure:  Yes  No Required to take and pass Hazardous Materials Examination.

Weight Lifting Requirements:  Not required  
 Up to 25 LB  
 Up to 50 LB  
 Up to 75 LB  
 Up to 100 LB

Driver License Requirements:  None required  
 Class 2 License  
 CDL License

Drug Free Campus:  The use of illegal drugs is prohibited.

Use of tobacco and other substances:  Prohibited according to policy.

Probationary Period: (60 calendar days - see District Policy)

Benefits:  Employee Leave Days  
 Vacation Days  
 Employee Insurance (Provided by District per policy.)  
 Paid Holidays per district Calendar

Over Time or Compensation Time: Must be approved by immediate supervisor prior to working over 40 hours per week. (Refer to Policy)

# POSITION DESCRIPTION

## **GENERAL FUNCTION:**

This position involves working with their assigned one on one student as given to them by the student's Individual Education Plan. The One on One Aide will be required to work with the student and provide the accommodations as given by the IEP. This position will be challenging at times and requires patience when situations become difficult.

The reinforcement of learning activities through the use of standard teaching materials. The preparation of teaching materials such as math and reading exercises. The one-on-one may also be required to monitor their student conduct on playgrounds, lunchroom, corridors, etc. This position requires considerable skill and tact concerning contact with others both inside and outside the school district. This position also requires a considerable skill and tact concerning students with specialized needs in learning. Confidentiality is required for this position.

## **EXAMPLES OF DUTIES:**

- Academic and Instructional Support. The one-on-one aide must be able to help modify a student's assignment under a teacher's direction and supervision. They must also be able to re-direct a student during classroom activities and while the teacher is giving direct instruction.
- This position will require a one-on-one aide to be able to break complicated directions down into smaller steps to accommodate learning.
- Data Collection. The one-on-one aide must be able to collect data in tracking towards the students IEP goals and behavioral goals.
- Sensory Breaks. A one-on-one aide must recognize if their student is overwhelmed or overstimulated and needs a break.
- Medical Assistance. Depending on the student, the one-on-one may be required to provide small medical assistance to a student when required. They will have to work with the teacher to determine when that is necessary (this will not be the case in all one-on-one positions).
- Safety Monitoring. A one-on-one must make sure that a student is safe at all times and make sure that they do not harm themselves, harm others or elope.
- Promoting Independence. A one-on-one will ultimately promote independence of their student in completing their IEP and behavioral goals.
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## **ORGANIZATIONAL RELATIONSHIPS:**

The one-on-one aide is directly responsible to the supervising teacher of their student, the special education teacher and the principal.

## **DESIRABLE QUALIFICATIONS:**

Three to six months of prior training as a classroom aide or a one-on-one aide. Being able to work directly with the student's teacher and special education teacher with accommodations is required. Being able to be patient when situations get difficult is required. Must be able to work cooperatively and communicate effectively with students, and teachers; be able to follow directions accurately. Must be able to maintain confidentiality at all times.

This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.