

# SPED PARAPROFESSIONAL

## OPEN UNTIL FILLED

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist student with lessons under the teacher's directions.
- Monitor student activities such as test taking, research projects, and recreation.
- Monitor the safety of the students on the playground.
- Provide clerical assistance for teachers or other staff at the site.
- Prepare teaching aids.
- Assist in cafeteria dining room supervision.
- Assist with general classroom housekeeping duties.
- Assist with inventory and attendance tasks.
- Assist the teacher as requested.
- Monitor student's behavior on school grounds.

### EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) **AND**
- Twelve months related experience and/or training; or equivalent combination of education and experience
- an Associate's Degree or higher **OR**
- Obtained a passing score on the Highly Qualified Paraprofessional test.

### CERTIFICATES, LICENSES, REGISTRATIONS

- Criminal Background Clearance
- IVP Finger Print Clearance Card

This is a 10-month 35 hours per week position eligible for Arizona State Retirement System (ASRS), 10 sick days and 2 personal days. Salary: Depends on Experience and/or education