

Window Rock Unified School District No. 8
Position Description

Position Title	Paraprofessional – Special Education
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Date Revised
Status Classified
Salary Level C
Work Year 10 months

- Qualifications**
- Associates degree or 60 college credits or successful completion of the NCLB-mandated examination
 - Minimum of one year of experience in education or customer service with a focus on children or families
 - Complete Substitute Teacher Training
 - Bilingual in Navajo and English preferred
 - Emergency substitute teaching certificate required
 - First Aid and CPR Certificate preferred

Job Goal To provide instructional and related support to special education students ranging from classroom work to assistance with physical personal reasons.

- Essential Duties**
- Assists teachers in preparing and presenting instructional activities and lessons with individual students or in small groups.
 - Assists with the testing, instruction and other learning activities, as assigned by the teacher.
 - Assists in maintaining student files, records, grade sheets, attendance and other classroom records.
 - Assists with the planning and implementation of class projects and special events.
 - Assists with student supervisory responsibilities both in and outside the classroom.
 - Helps provide guidance and serves as the main resource for substitute staff.
 - Performs clerical duties as required including typing, inventory, filing, ordering supplies, etc.
 - Assists in maintaining a positive classroom environment ensuring neatness and attractiveness of the classroom; organizes and prepares classroom for various teaching activities.
 - Participates in in-service training programs as directed.
 - Maintains confidentiality of all information regarding students.
 - Assists in the annual inventory of equipment and materials in assigned area.
 - Performs Substitute Teacher duties on an as-needed basis.
 - Performs other duties as assigned.

Working Environment Normal office conditions

Supervision Given None

Supervision Received Teachers, Principals, Assistant Principals or Program Coordinators

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisor signature

Date

Employee signature

Date