

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Paraprofessional

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: Classroom Teacher

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

To provide support to the teacher and students in the classroom and other educational environments; to fulfill all duties as assigned by a licensed teacher.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. High school diploma or GED.
2. To be physically capable of lifting, bending and providing physical support for students.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Work under the supervision of a licensed teacher with students on a one-on-one or group basis, to achieve the goals and meet the needs specified in the IEP.
2. Support the teacher in the classroom with behavior management.
3. Assist with hygiene needs and daily care of students.
4. Maintain a safe and productive work environment, care for tools and equipment.
5. Cooperate and work well with peers and promote coordination of efforts within the educational environment.
6. Respond supportively to the needs of others and communicate effectively.
7. Carry out IEP goals as instructed by a licensed educator and maintain data as required for reporting of IEP progress of goals/objectives.

IV. EVALUATION PROCEDURES:

The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

VI. Physical Demands: This position requires employees to perform certain physical activities

The SLV-BOCES is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities which it operates.

essential to the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. Be able to lift and safely move 50 pounds of equipment.
2. Use hands to finger, handle or feel tools, controls or objects.
3. Frequent standing, crawling, kneeling, crouching, walking and stooping.
4. Vision for close, peripheral, color, depth perception, distance and adjusted focus.
5. Flexible work schedule.

VII. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date