

**PUEBLO CITY SCHOOLS D60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** Substitute Paraprofessional  
**Prepared Date:** 1/7/2019  
**Revised Date:**  
**Work Year:** As Needed  
**Department:** Substitute Services  
**Reports To:** School Principal/ Substitute Coordinator  
**Salary Range:** Minimum Wage  
**Benefits:** None  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Substitute Paraprofessional is to perform related duties of a paraprofessional to provide continuity in the day-to-day responsibilities during the absence of the regular employee. **Note: Substitute employees are employed on an as needed, on-call, day-to-day basis and are not guaranteed work on a regular basis. There are no benefits associated with substitute employment.**

**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. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- High School Diploma or equivalent
- Reliable transportation and ability to travel to various district sites as required
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Associates Degree preferred
- Verified First Aid training and recertification card
- Verified CPR training and recertification card
- Previous school district experience preferred

**SKILLS AND KNOWLEDGE:**

- Ability to communicate, interact, and work effectively and cooperatively with all people, using tact, patience, and courtesy
- Ability to understand and follow directions
- Demonstrate an understanding, patient, and receptive attitude towards children with special needs

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assist a certificated teacher in providing instruction to students (in Pre-k through Young Adult) in an assigned classroom or program including, but not limited to Autism Classroom, or other programs
- Assist students with disabilities to meet the goals and objectives as directed by the classroom teacher
- Communicate with teachers to assist in evaluating progress and/or implementing goals and objectives
- Assist certified teacher in implementing class-wide and individual behavior strategies to effectively maintain a safe learning environment
- Implement, under the direction of the teacher, lesson plans; assist individuals or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices, and assignments for the purpose of presenting and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards
- Operate a variety of instructional and office equipment.
- Assure the health and safety of students by following health and safety practices and procedures
- Assist the teacher in monitoring, motivating, and training students with disabilities; observe and manage behavior of students according to approved procedures; report progress regarding student performance and behavior; follow the behavior intervention plan
- Perform a variety of clerical duties such as preparing, typing, and duplicating instructional materials, scoring papers, and recording grades; assist in keeping attendance; prepare and maintain student files as assigned
- Provide support to the teacher by setting up work areas and displays, operating audio-visual equipment, and distributing and collecting papers, supplies, and materials ; confer with teachers concerning programs and materials to meet student needs
- Proctor, monitor and score a variety of assignments, tests, and quizzes to be interpreted by the teacher.
- Assist students in developing self-help, social, and communication skills as assigned
- Assist with the supervision of students in and outside the classroom, recess, and other playground activities and accompany students on field trips by helping students with physical needs, maintain discipline, and reinforcing learning situations
- Help keep classrooms and other student facilities neat, clean, orderly, and safe

- Maintain confidentiality of student records and information
- Maintain appropriate professional appearance

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the classroom teacher, Principal, or ESS Administration

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee frequently is required to talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. This employee must have the ability to regularly carry 25-50 lbs. or push or pull up to 100 lbs. as needed. The work requires the ability to speak and hear normally and to use normal or aided vision and hearing.

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; works in classrooms and hallways surrounded by students and staff of various ages and abilities; may occasionally need to physically guide or assist reluctant, angry, hostile, or violent students using approved CPI procedures; potential contact with blood and other body fluids and communicable diseases. Daily work schedules will vary depending on student and school needs.