



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Paraprofessional Exceptional Student Services (ESS)

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: Responsible for providing support for special education teachers and students in classrooms and other instructional situations. Develops and promotes good community relations among various community and school clientele.

Typical Responsibilities:

- Collaborates and consults with the special education and regular education teachers in providing educational/instructional services to para special education students.
- Assists with instruction and other activities in self-contained classrooms, one on one and small groups.
- Maintains and monitors the daily activities of students, provides a variety of assistance when needed.
- Assists and escorts students in bus transference, and in other situations throughout.
- Supervises special education students in lunchroom, on field trips, and on playground.
- Interacts and corresponds appropriately with parents and other staff regarding staffing and other activities.
- Provides clerical support in a variety of functions.
- May perform toileting duties, life skills instruction, or assistance with motor skills.
- May administer medication in the absence of teacher.
- Collaborate with ESS teacher/case manager on implementation of individual student plans.
- Attend required professional development, including CPI, CPR and First Aid (maintain certification).
- Follow behavior support plans, both proactive support and crisis management, including appropriate use of CPI and maintaining student confidentiality.
- Support eloping students by keeping them within 3-5 feet to ensure the student remains safe. Must be physically able to run and move quickly with students to keep them in proximity and safe.
- When requested, attend IEP annual or tri-annual meetings as well as staff meetings.
- May require 1 to 1 para to student ratio.
- Performs other related duties as assigned or requested.

Technical Skills, Knowledge, and Abilities:

- Ability to use proper English grammar, punctuation, and sentence structure.
- Communicate effectively in written and oral form using positive interpersonal skills.
- Multilingual oral and written communication skills preferred.
- Ability to manage multiple priorities.
- Ability to work effectively and cooperatively in a team setting.

- Ability to promote and follow district policies, and building/department procedures.
- Ability to assist in supporting classroom management systems and reinforcement systems.
- Ability to use effective interventions for at risk learners.

Position Requirements:

Education and Certification:	High School Diploma (required)
Experience and Skills:	Excellent communication skills
	General office equipment
	Technical proficiency in word processing and computers
Culture and Fit:	May require knowledge of specialized equipment and physical therapy technique, depending on assignment
	Some knowledge of child development
	Commitment to the mission and values of Montezuma Cortez Re-1
	Desire to work as a member of a dynamic team
	Openness to feedback and willingness to share ideas
	Maintains and models high standards of personal and professional integrity and confidentiality

Licenses or Certifications: May require First Aid and CPR Certifications. Must successfully complete a wellness Physical.

Supervisory Duties: None

Reports to: Principal

Physical Requirements and Working Conditions: 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 Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl			X	
Talk				X
Listen				X

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy				X
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Weight and Force Demands:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print) Employee Signature Date

Supervisor Name (Print) Supervisor Signature Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer *(Title II/ADA, Title VI)*

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer *(Section 504)*

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118

504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:
www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:
www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.