



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

Position: Paraprofessional

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 aiding teachers in working with students, clerical tasks, and other functions. Develops and promotes good community relations among various community and school clientele.

Typical Responsibilities:

1. Collaborates with teachers to provide instructional and enrichment assistance to individual students, and large and small groups.
2. Designs suitable materials for classroom use, bulletin boards and educational displays.
3. Supervises students in various school settings and situations, including classrooms, lunchroom, playground, us lines, field trips, etc.
4. Provides clerical support, including paper grading, student folders, typing and filing office support activities, etc.
5. Assists in the maintenance of students' records, such as grade records, report cards, diagnostic and achievement test scores, and others.
6. Provides general assistance to students in non-instructional situations.
7. May administer minor first aid in the absence of other personnel.
8. Attending appropriate building training meetings, school functions and sessions.
9. 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.

Materials and Equipment Operating Knowledge:

Operating knowledge of basic office equipment, copy machine, printer, chrome books etc.

Position Requirements:

Education and Certification:	High School Diploma or equivalent. (required) Continuing education (preferred)
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Experience and Skills:	<ul style="list-style-type: none"> · Excellent communication skills. · General office equipment. · Technical proficiency in word processing and computers. · Some knowledge of classroom management. · Some knowledge of child development.
Culture and Fit:	<ul style="list-style-type: none"> · 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 Certification: May require First Aid and CPR certifications.

Reports to: Principal

Supervisory Duties: None

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

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	X
Loud	
Very Loud	

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	

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			

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)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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.