



3940 S. Teller St
Lakewood, CO 80235
Phone: (303)989-1336

Position: Education Paraprofessional

Reports to: Grade Level Teacher, Special Education Teacher and Principal

Responsibilities:

Specific duties include:

- Administrative support (copying, creating materials, filing, making phone calls to set up meetings, etc.)
- Prepare instruction artwork (i.e. posters, bulletin boards and displays)
- Under the supervision of the teachers, provides appropriate instruction and activities for individual and small groups for students to meet individual needs and to meet Addenbrooke Classical Academy goals and objectives
- Under the supervision of the teacher and principal maintain, help plan and support activities.
- Supervise recess and lunch periods.
- Helps teachers maintain inventory records and classroom cleanliness, including educational records
- Follows all policy and procedure established by the Addenbrooke Classical Academy Board of Directors and Administration

Skills/Ability:

The Paraprofessional must have strong communication, organization, and follow-through skills. He/she must be flexible and able to work independently. The Paraprofessional needs to be able to work effectively with teachers, parents, and students.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

While performing the duties of this job, the employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Mental Functions:

While performing the duties of this job, the employee is regularly required to analyze, communicate, and use interpersonal skills. Frequently required to compare, copy, coordinate, compute, and compile. Occasionally required to synthesize, evaluate, and negotiate.

Judgment and Decision Making:

Work will be assigned by the classroom teacher. This position requires ability to make decisions and follow instructions of the classroom teacher and school guidelines. Errors in decision-making could lead to improper

instructions for students, or improper behavior management of students. Decision-making requires collaboration with supervisors. Work is guided by school policy and procedures.

Diversity of Duties:

Duties require cross training in office equipment including use of computers. This position requires communication skills, ability to work with groups of students and ability to work independently.