



## Arrowhead School

P.O. Box 37 – Pray, MT 59065 – 406-333-4359 – Fax 406-333-4975 – [arrowheadk8.org](http://arrowheadk8.org)

### VACANCY NOTICE

#### **High Needs Paraprofessional**

LOCATION: Arrowhead Elementary District #75

SALARY: \$18/hr - 20/hr DOE

HOURS: 8:00 am until 4:00 pm, Monday – Thursday some Friday's

CLOSING DATE: Until Filled

RECOMMENDED: Ability to lift 50 pounds, First Aid Certification

QUALIFICATIONS: This individual will be responsible for working in an educational environment with special needs children/students.

REQUIRED: Montana Driver's license

SUBMIT: Application for Employment  
Resume

SUBMIT TO: Johanna Osborn, Principal, [josborn@arrowheadk8.org](mailto:josborn@arrowheadk8.org) , or  
Arrowhead Elementary  
PO Box 37  
Pray, MT 59065

POSTED: March 20, 2025

Applications may be picked up at the Arrowhead Elementary School, or visit the district website at [arrowheadk8.com](http://arrowheadk8.com)

*Arrowhead School is located in Pray, MT, and is an equal opportunity employer.*



## HIGH NEEDS PARAPROFESSIONAL JOB DESCRIPTION

**REPORTS TO: SPECIAL EDUCATION TEACHER**

**FLSA Designation: Non-Exempt**

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### **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### **ESSENTIAL FUNCTIONS:**

Assists instructional personnel with development and presentation of learning materials and instructional exercises in compliance with the student's IEP.

Tutors /Assists students individually or in small groups to reinforce and follow up learning activity.

Monitors and assists students through drill, practice, and study activities following presentation of instructional concepts by instructional personnel.

Assists in supervision of special education students in the classroom, on study trip activities, on the playground, and in bus duty, as directed.

Listens to students reading, reads to students, explains words and meanings, rephrases materials, and provides similar learning examples.

Assists students in their personal hygiene.

Assists in management and shaping of student behavior through use of positive reinforcement strategies.

Assists in maintaining a variety of reports and records.

Performs general clerical duties for instructional personnel.

Assists in maintaining student discipline.

Assists in scoring tests; computes and records test scores.

Assists in maintaining a variety of reports and records.

Assists in scoring tests; computes and records grades.

Assists in maintaining a neat, orderly, and attractive learning environment.

May assist in parent conferences if requested by the instructor.

*Only minimum duties are listed. Other functions may be required as given or assigned.*



**DESIRED MINIMUM QUALIFICATIONS:**

- Completion of at least two years of study at an institute of higher education; obtain an associate or higher degree or meet a rigorous standard of quality; and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and math.
- Knowledge of general concepts of child growth, development, and behavior characteristics.
- Routine record keeping.
- Knowledge of public education goals and objectives.
- Assume responsibility for assisting in supervision of students.
- Perform routine clerical work and light typing.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with staff, students, parents, and general public.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck, bend at waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**



## JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position:

Position: HIGH NEEDS PARAPROFESSIONAL

Revision Date: April 11, 2024

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the District without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or School Board.

I have discussed any questions I may have had about this job description prior to signing this form.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)