



Dolores School District – Job Posting

Position Title:

Elementary General Education Paraprofessional

School/Department:

Dolores Elementary

Work Location:

Dolores Colorado

Position Type:

Full-time

FLSA Status: Non-Exempt

Compensation

Pay Range: \$16.95 – \$22.40 (based on experience and qualifications)

Additional Compensation:

Stipends, extra duty pay, bonuses

Benefits

- This position is eligible for district benefits, including medical, dental, and vision insurance; participation in the Colorado Public Employees' Retirement Association (PERA); paid time off; and other district-provided benefits.
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Position Summary

The primary responsibility of the educational paraprofessional is to work in collaboration with professional teachers to support the general education process by supporting classroom instruction, implementing lesson plans with large and small groups of students, and providing individualized student assistance when needed with the goal of increasing student achievement.

Essential Duties and Responsibilities

Instructional paraprofessional:

- assists the teacher with daily and weekly lesson/work plans and follow-through
- supervises students in class setting as directed by teacher or other staff
- provides one-on-one and group instruction in academic or vocational areas
- adapts materials and equipment to meet specific needs and learning styles of the student
- provides teacher with input for student programming
- evaluates student progress on work assignments and shares with teacher
- administers and corrects student assessments including routine progress monitoring
- maintains awareness of physical and emotional changes in students and reports concerns to teacher, school counselor, or other school official
- assists students in using computers
- models appropriate behavior for students
- assists the teacher in the physical setup and cleanup of the classroom for group instruction, projects, and activities
- operates standard office and classroom equipment
- ensures personal and student safety pursuant to established procedures

Student Safety and Behavior Management:

- maintain a controlled and safe environment for students and staff including monitoring students during bathroom breaks, lunch time, and field trips
- provides feedback to develop positive self-esteem of students;
- supervises students during yard duty to ensure rules are followed and activities are appropriate
- communicates rules, expectations and consequences to the students
- provides interventions to redirect behavior; implements consequences for inappropriate behavior
- communicates and implements student discipline plan

Record Keeping:

- Assists the teacher in maintaining accurate records and reports
- maintains classroom substitute manual
- completes accurate reports
- operates computer for preparation of class lists, schedules, documents, and record keeping

Communication:

- maintains positive communicates with students, parents/guardians, instructional and support staff by letter, phone, e-mail, fax or personal contact as directed by the administrator or classroom teacher
- develops and maintains a professional rapport with classroom teachers and other program staff
- demonstrates sensitivity to needs of students, staff, and parents/guardians
- maintains confidentiality of information regarding students

Minimum Qualifications

- Possession of a high school diploma or equivalent
 - Ability to pass a minimum competency test in reading, writing, and math upon employment
 - Any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children
 - Experience working with at-risk/high-risk and/or children with disabilities is highly desirable.
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Work Schedule

Monday-Thursday 7:30-4:00, Some Fridays for professional development

Application Process

All applicants should submit the following materials via email to:

hr@dolores.k12.co.us

Required Materials:

- Resume, cover letter, classified application (can be found at <https://doloreschools.org/human-resources/>)
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Application Deadline

Until Filled

Equal Opportunity Employer

Dolores School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, or any other protected status under applicable federal, state, or local law.

Compliance Notice

This position is posted in accordance with the Colorado Equal Pay for Equal Work Act. The compensation range listed reflects the district's good faith estimate of what it expects to pay for this position at the time of posting.

Posted Date:8/6/2026

Contact: Calyn Allen, hr@dolores.k12.co.us