

Instructional “Academic” Paraeducator

Dept: Teaching & Learning

FLSA Status: Non-Exempt

Last Revised/Reviewed: 2/1/2011; 3/1/2026

Accountability: Principal

General Definition of Work

The paraeducator supports student learning, behavior, and daily functioning under the direction of a supervising teacher(s). This position assists in implementing instructional programs, supporting students and maintaining a positive and structured learning environment in compliance with district policies and applicable laws.

Qualification Requirements

To perform this job successfully, an individual must perform each essential function satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required.

Essential Functions

Student Support

- Provide support as directed by the supervising teacher(s).
- Assist students with classwork, assignments, organization, and study skills.
- Prepare and provide materials.
- Use prompting, modeling, and scaffolding to promote student independence.
- Support students during transitions and non-instructional times.
- Promote a safe, respectful, and inclusive learning environment.

Instructional Support

- Prepare and organize instructional materials to support lesson delivery.
- Carry out assigned tasks that contribute to an effective classroom environment.
- Support student engagement through instructional strategies and educational technology.

Behavioral Support

- Use positive behavior support strategies consistently.
- Follow crisis intervention procedures in accordance with Policy 806.
- Apply behavioral and academic expectations consistently across all settings.

Knowledge, Skills, Expectations, and Abilities

Professional Conduct

- Maintain professionalism at all times, including punctuality, reliability, and respectful interactions.
- Personal cell phones shall not be visible or used during instructional time unless authorized.
- Work under the direction of the supervising teacher(s) and follow assigned schedules.
- Report concerns regarding students or staff to the supervising teacher and/or administration promptly.

Confidentiality

- Maintain strict confidentiality in accordance with FERPA and, where applicable, HIPAA.
- Share student information only with designated personnel and consult the supervising teacher(s) when needed.
- Direct student-related concerns and all parent/guardian inquiries to the supervising teacher(s).
- Communicate with your supervising teacher in person and confidentially when discussing student(s) and/or parents unless directed otherwise by the supervising teacher and/or administration.

Scheduling and Supervision

- Remain in assigned classrooms unless directed otherwise.
- Report scheduling conflicts or concerns to the supervising teacher and/or administration.

Additional Responsibilities

- Adhere to all district policies, procedures, and expectations.
- Demonstrate professionalism, respect, and a commitment to a positive school culture.
- Report absences using Frontline and notify the supervising teacher(s) when possible.
- Maintain an up-to-date substitute schedule.
- Wear appropriate, non-distracting attire; required identification badges must be worn at all times.
- Participate in required training and ongoing professional development.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This position requires occasional exertion of up to 10 pounds. Duties are primarily performed while seated, involving frequent speaking and hearing, with occasional standing, walking, reaching, handling, pushing, pulling, and lifting.

Special Requirements

None.