

Job Description			
Position:	Paraprofessional	Date Created:	8/22/2025
Department:	Support Staff	Job Type:	Full-time, 10-month
Reports To:	Principal	FLSA Category:	Exempt
Placement Schedule: Schedule 3, Paygrade 11, 13, or 15			

POSITION SUMMARY:

Under the general supervision of the Principal, the Paraprofessional helps facilitate the learning process in assigned areas of study by performing a variety of clerical and supportive tasks for instructional personnel, and performs other related tasks as required by instructional and administrative staff.

KEY RESPONSIBILITIES:

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- Works with students individually or in small groups, as directed by the supervising teacher.
- Provides input in selecting activities appropriate to the abilities, needs, and interests of the students.
- Assists in maintaining the classroom in a functional, attractive, and orderly environment (i.e. bulletin board, displays, posters, etc.).
- Assists the teacher in complying with I.E.P. requirements and objectives.
- Reinforces behavioral expectations as directed by the classroom teacher.
- Manages discipline concerns in accordance with administrative regulations, school board policies, and legal requirements.
- Assumes responsibility for continued professional growth to fully support educational programming.
- Supports and acts in accordance with all Bay Haven Charter Academy, Inc. Board of Directors goals, objectives and policies, and other federal and state laws.
- Assumes appropriate roles as adult model and educator.
- Demonstrates awareness and knowledge of students' needs, including but not limited to educational, medical, physical, sensory, speech/language, social/emotional, recreational, vocational, etc., as established by a multidisciplinary team and implement as needed.
- Functions as program or classroom instructional assistant but may be assigned as a one-on-one (1:1) instructional assistant as necessary.
- Ensures proper care and upkeep of educational materials, equipment, and supplies.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent.
- Prior paraprofessional experience (or similar role) preferred.
- Strong organizational and time management skills.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to management as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.

- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 25 pounds and/or perform a two-person lift greater than 50 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, students, and others.

TRAVEL REQUIREMENTS:

- Travel to various school, district, state, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____