



## Paraprofessional Educator

### *Job Description General Overview*

Anderson Community Schools employs Paraprofessional Educators (“paraeducators”) in a variety of roles across all grade levels, including preschool, elementary, intermediate, middle, and high school.

Paraeducators are not licensed teachers but must meet specific qualification requirements:

- Possess a high school diploma or equivalent
- Pass a national background check
- Be considered “highly qualified” by meeting **one** of the following:
  - Completion of at least two years of college coursework
  - Attainment of an associate degree or higher
  - Successful completion of the Praxis ParaPro Assessment

Paraeducators assist teachers with instruction, supervise students in various settings, and support both academic and behavioral interventions. Duties may include listening to students read aloud, guiding them through assignments, or supporting students with special needs. Assignments may also involve supervising students during lunch, recess, sensory breaks, or on field trips.

Many paraeducators support students with disabilities in special education settings. These students may have a range of needs, including learning disabilities, intellectual disabilities, emotional or behavioral disorders, autism spectrum disorder, developmental delays, or communication impairments. Paraeducators may serve in specialized classrooms, resource rooms, or inclusive settings, and often require training in behavior management, de-escalation strategies, and professional boundaries.

Some paraeducators work exclusively with students who have significant needs. These roles may include providing physical care (feeding, lifting, mobility support, hygiene assistance), behavioral intervention, and academic help.

### **Employment Details:**

- Paraeducators are hired for specific assignments annually, based on student, teacher, and district needs.
- Assignments may change at the discretion of building administrators or the Paraeducator Coordinator.
- Positions are part-time (29.5 hours per week) and follow the student school calendar.
- Opportunities for paid professional development may be available on designated days.



## Types of Paraeducator Positions

### General Education

- *Instructional Assistant*: Supports instruction and classroom management, typically in classrooms exceeding contractual size limits. May be assigned to one or multiple classrooms.
- *Alternative Education*: Works with students removed from general education due to behavior concerns. Supports academic, emotional, and behavioral progress, including reintegration and credit recovery (e.g., GAP program at D26).
- *English as a New Language (ENL)*: Assists multilingual students at varying levels of English proficiency in achieving academic goals.
- *Nurse Assistant*: Supports licensed school nurses with basic medical care, documentation, and medication distribution.
- *New Beginnings*: Works in in-school suspension settings to maintain a positive, relationship-based environment and reduce out-of-school suspensions.
- *Preschool*: Assists with early childhood education. Must complete “Paths to Quality” licensing requirements, including an additional background check, drug screening, and required training.

### Special Education

- *Inclusion*: Supports students with disabilities in general education settings. Focus areas include reteaching, organization, sensory regulation, and academic goals.
- *Self-Contained*: Assists in smaller classrooms for students needing more intensive academic and behavioral support.
- *Functional and Life Skills*: Helps students with daily living goals. May involve assisting with communication, self-care, and mobility.
- *Intense Intervention*: Supports students with significant behavioral challenges, such as physical aggression or elopement. Requires crisis response and safety awareness.
- *Preschool*: Works with young learners receiving special education services. Also must complete “Paths to Quality” licensing requirements.
- *One-on-One*: Assigned to support a specific student. Responsibilities may include academic assistance, personal care, therapy support, or medical needs.



# Anderson Community School Corporation

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## Job Description and Expectations

Each paraeducator role is tailored to the assigned student(s), classroom, and grade level. Supervising teachers and/or building administrators will review duties with paraeducators upon hiring. Responsibilities may evolve during the school year to meet changing student needs.

Additional expectations may include:

- Supervising during lunch, recess, or student arrival/dismissal
- Substituting in classrooms if substitute teachers are unavailable

This job description provides a general overview and is not an exhaustive list of responsibilities.

*Last Updated: June 4, 2025 (Scott Merkel)*