



HOT SPRINGS SCHOOL DISTRICT 23-2

JOB TITLE: PARAPROFESSIONAL – LEARNING CENTER

GRADE LEVEL: Middle & High School

REPORTS TO: Building Administrator and or Special Education Director

WORK SCHEDULE: 7:30 – 4:00, following the school calendar

SALARY RANGE: (Determined by the knowledge, skills and abilities of the applicant)

- \$16.00 to \$16.75 per hour DOE following the Current Negotiated Agreement schedule.

PRIMARY FUNCTION: All paraprofessionals work with students in an instructional/supervisory capacity as non-certified staff members.

POSITION SUMMARY: The Learning Center Paraprofessional supports the academic and behavioral success of students by providing a structured, supportive environment for learning and emotional regulation. This position assists students who may require accommodations or additional support to access the general education curriculum, complete assessments, and maintain focus and self-regulation throughout the school day.

QUALIFICATIONS:

- During the hiring process, preference will be given to applicants who have experience working with children.
- A high school diploma is required.
- Within their first year of employment, paraprofessionals must:
 - A. Submit transcripts which show completion of 48 college credits: OR
 - B. Submit transcripts which show completion of an Associate's Degree, Bachelor's Degree, or higher, OR
 - C. Pass a state test (Paraprofessional Praxis Exam - Offered by and paid for by the Hot Springs School District).

DUTIES:

- Provide a quiet, supportive environment for students to complete assignments, assessments, or make up work.
- Read tests, quizzes, or other instructional materials aloud to students as required by their Individualized Education Program (IEP) or Section 504 Plan.
- Supervise and support students who need time to regulate emotions, ensuring a calm, safe, and respectful space.
- Reinforce positive behavior and assist students in developing coping and self-management strategies.

- Communicate effectively and respectfully with teachers, administrators, and other staff to coordinate student support.
- Maintain confidentiality regarding student records and information in accordance with district and legal requirements.
- Assist with the implementation of instructional and behavioral accommodations as directed by special education or general education staff.
- Document student attendance, behavior incidents, or notable progress as required.
- Monitor students for safety and engagement, intervening or seeking assistance when necessary.
- Support a positive, inclusive learning environment consistent with school and district expectations.
- Other duties as assigned.
- No overtime is allowed unless prior approval by the Administrator.
- Prompt and regular attendance is required for this position.

PHYSICAL REQUIREMENTS

- Ability to stand, walk, and sit for extended periods.
- Ability to lift up to 25 pounds occasionally.
- Must be able to respond quickly to student needs in both classroom and non-classroom settings.

WORK ENVIRONMENT

Work is typically performed in a classroom, learning center, or other school environment. May involve working one-on-one or with small groups of students in varied emotional and academic states.

This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for employees in this position. Job descriptions may and do change periodically. Where positions are covered by a collective bargaining unit agreement, the terms and conditions of the agreement will apply.

Comprehensive Benefits Package! SDRS retirement (6% employee match and 6% district retirement contribution), 403(b) retirement, paid time off benefits, district paid life insurance, and competitive medical, dental and vision insurance. NOTE: Benefits are pro-rated for part-time positions.

Candidates must successfully pass a pre-employment background check.