



Department: Special Education
Title: **Substitute Paraprofessional**
FLSA Status: Non-Exempt
Reports to: Classroom Teacher
Salary: Per Diem

Purpose: The **Substitute Paraprofessional** provides assistance to the teacher(s) in the alternative learning programs.

Essential Functions:

- Under the supervision of the Classroom Teacher, instruct students in academics
- Under the supervision of the Classroom Teacher, instruct students in recreational activities
- Under the supervision of the Classroom Teacher, instruct students in prevocational and life-skills tasks
- Supervise students in community activities and physical education
- Follow daily schedules and lesson plans prepared by Classroom Teacher
- Prepare, organize, and maintain classroom materials
- Be aware of current IEP objectives and accommodations for each student
- Work in conjunction with specialists in carrying out suggested programs

Additional Responsibilities:

- Attend/participate in in service and curriculum activities
- Meet daily with supervising staff to review events of the day and plan for following day
- Observe, record and chart student behaviors, and implement behavior management programs as directed by administrators and/or teachers
- Assist in the cleaning and maintenance of all program areas
- As needed, and under the guidance of the school nurse, monitor and/or follow specific protocols for students with certain health care needs
- Assume any additional responsibilities as directed by Director of Special Education or designee

Minimum Qualifications:

- Associate's Degree or higher; OR, 48 credit hours at an Institute of Higher Learning

Preferred Qualifications:

- Education or experience working with students with learning, behavioral, and/or social emotional challenges
- Massachusetts 7-D License
- Bilingual (Spanish-English)
- Training in, or awareness of crisis intervention and de-escalation, CPR/First-Aid, and psychiatric management

Candidates who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and practice have prepared them with the equivalent combination of education, training and practice required for the responsibilities of this position.



Physical Demands:

- Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing

Working Conditions:

- Requires the ability to maintain composure and professionalism in response to emotionally-laden, challenging, and/or offensive student behaviors, which may include verbal abuse or physical aggression
- Ability to handle interruptions and maintain productivity

Terms of Employment:

- Per diem / current school year

CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the need of the diverse student populations we serve are encouraged to apply.