



## **DAVINCI ACADEMY SPECIAL EDUCATION PARAPROFESSIONAL - BREAK COVERAGE SUPPORT JOB DESCRIPTION**

### Mission

DaVinci Academy of Arts and Science will cultivate a passion for learning through an enriched and individualized approach to education. The DaVinci community will work together to ensure positive character development and build a strong foundation for continuous learning.

**POSITION TITLE:** Special Education Paraprofessional - Break Coverage Support

**REPORTS TO:** Special Education Paraprofessional Coordinator

**POSITION OBJECTIVE:** The Break Coverage Paraprofessional plays a vital support role within the school community by providing consistent and timely break coverage for other paraprofessionals throughout the school day. This position ensures continuity of student support services while allowing staff to take scheduled breaks. The ideal candidate is flexible, reliable, and able to quickly adapt to various classroom environments and student needs.

**RESPONSIBILITIES:** The responsibilities may vary based upon specific assignment. Duties may also change at any time based upon administration or teacher examination or reexamination of student or program needs. The following is a non-inclusive list of responsibilities which may be part of a paraprofessional support's assignment.

- Assist individual students or groups of students in performing activities initiated by the teacher
- Carry out the instructional programs and lessons as developed by the supervising teacher in all learning environments
- Individually or in small groups, reinforce concepts and skills introduced by the teacher in all learning environments
- Help students stay on task
- Implement assistive technology and/or communication devices

- Implement accommodations indicated by the IEP and as directed by the special education Case Manager/teacher
- Redirect behavior and implement behavior plans
- Facilitate interaction between students with disabilities and classmates
- Teach and model strategies to peers about how to interact with the student with a disability
- Support the development of communication skills.
- Provide the special education staff with information about general education assignments, activities, and student participation and behavior
- Inform general education staff about student programs and adaptations
- As directed, share information with other paraprofessionals
- Provide supervision and assistance on playgrounds, in the lunchroom, at assemblies, etc.
- Be discreet and respectful of confidential information
- Possess physical and emotional health necessary for effective job performance
- Work cooperatively with all school personnel
- Demonstrate a warm and receptive attitude toward all students
- Complies with school district employment policies
- Other duties as assigned
- Provide scheduled break coverage for paraprofessionals across classrooms and support areas.
- Supervise and support students during paraprofessional absence, ensuring safety and continuity of care.
- Follow teacher or paraprofessional directions to maintain consistent routines and expectations.
- Assist students with academic tasks, behavior support, or personal care needs, as appropriate.
- Communicate effectively with teachers, paraprofessionals, and administrators regarding coverage schedules and student needs.
- Maintain flexibility to move between various classrooms and grade levels as needed.
- Support a positive, inclusive, and safe learning environment for all students.

### **Qualifications:**

- Must have a minimum of a two-year degree or passing score on the [ParaPro](#) Exam
- Effectively communicate with students, staff, and administrators
- Demonstrate excellent oral and written communication skills
- Experience with different learning styles
- Experience with differentiation
- Willingness to identify, interpret and follow school policies and procedures
- Show initiative and function as a self-starter
- Able to stand for long periods of time, frequent bending, and ability to lift up to 50 pounds.

**Position Information:**

- Hourly Rate Range: The 2025-2026 hourly rate range for this position is \$21-\$27 per hour. Hourly rate offers will consider the candidate's experience, education, skills, and DaVinci Academy's budget. Experienced candidates should expect a per hour rate offer around the midpoint of the hourly rate range.
  - In exceptional cases, hourly rates exceeding the midpoint may be offered to attract candidates for hard-to-fill positions or those with specialized skills. Such decisions will be evaluated on a case-by-case basis.
- Duty Days: Modified year round, 178 duty days per year
- Time Off: 4 paid holidays, 3 days of PTO, and 10 days sick time to accrue
- Benefits Eligible
- Start Date: Immediate

*DaVinci Academy utilizes the Frontline Recruiting Platform, please visit the site below to apply:*

<https://www.applitrack.com/davincicharterschool/onlineapp/default.aspx>