



JOB DESCRIPTION

Job Title: Part Time Temporary Para- Professional

Status: Non Exempt

Hourly: Part-time Hourly Pay Schedule

Reports to: Principal / Director

Date Revised: February 9, 2026

Primary Purpose:

Provide students with appropriate learning activities and experience in the academic and enrichment subject areas assigned to help them fulfill potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification/License:

High School Diploma or GED

Demonstrated competency in the academic enrichment/clerical area assigned

Special Knowledge/Skills:

Knowledge of academic/enrichment subject assigned

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Experience:

Preferred: At least one year working with students/schools/youth development

Major Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirement of district/program curriculum and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodations for differences in student learning styles.
3. Plan and use appropriate instructional strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.

4. Work with other members of staff to determine instructional goals, objectives, and methods according to district/program requirements.
5. Use technology, when appropriate, to strengthen the teaching/learning process.

Student Growth and Development

6. Help students analyze and improve study methods and habits.
7. If assigned, conduct ongoing assessment of student achievement through formal and informal testing.
8. Be a positive role model for students, support mission of school district/program.

Classroom Management and Organization

9. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
10. Manage student behavior in accordance with Student Code of Conduct and student handbook.
11. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

12. Maintain a professional relationship with colleagues, students, parents, and community members.
13. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

14. Participate in staff development/planning activities to improve job-related skills
15. Keep informed of and comply with state, district, and school regulations and policies for paraprofessionals
16. Compile, maintain, and file all physical and computerized reports, records, and other documents required
17. Any other duties as assigned by Supervisor

Supervisory Responsibilities

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____