Lafayette Parish School System
Job Description

Job Title: Paraeducator – Special Education
Department: School-Based
Reports To: Principal
Approved Date: 06/2026

Salary Scale: School Support
Pay Grade: Pay Grade 3
FLSA Status: Non-Exempt
Days: 180-days
2002 Sales Tax Eligible: No

SUMMARY OF POSITION: The paraeducator is responsible for working with the Special Education Teacher and related service providers as a support for the professional staff.

QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE: High school diploma or state-issued high school equivalency credential (i.e., GED, HiSET, TASC); 48 college credit hours including 9 English credits and 6 Math credits or passing score of 450 on the Para-Pro Assessment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

- Reinforce instruction through drill and practice activities with individual students or small groups, checking students' work, and maintaining accurate records.
- Ensure a safe and effective work and learning environment by assisting with implementing behavior management programs and setting appropriate limits with students, including verbal de-escalation and physically restraining students.
- Assist students with toileting, personal and hygiene care, including assisting with catheterization, medication, feeding, suctioning, and cleaning as directed.
- Assist students in mobility by providing standby assistance, physical lifting and carrying individuals, monitoring activities, pushing wheelchairs, etc.
- Assist teachers with classroom duties, including attendance records, reproducing materials, monitoring students, typing and compiling materials, maintaining classroom inventory, etc.
- Report any unsafe or potentially unsafe situations to their supervisor immediately.
- Supervise and assist students at recess, school arrival and departure, transition between classes, ~~with~~ field trips, and community/work assignments.
- Provide emergency evacuation of special education students from the building in case of an emergency situation.
- Shall obtain and maintain Crisis Prevention Institute (CPI) certification of the Nonviolent Crisis Intervention program when required by the immediate or Special Education supervisor. May be called upon to physically restrain students utilizing CPI.

METHOD OF EVALUATION: Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

PROFESSIONALISM AND CONDUCT STANDARDS:

Quality of Work - attention to detail and accuracy of work that meets and exceeds expectations
- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability - punctual, adheres to work schedule and has overall satisfactory attendance
- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

Communication Skills - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber
- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

Interpersonal Skills / Teamwork - works cooperatively with colleagues, students, parents, and vendors
- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

Personal Impact - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

Productivity - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in self and others and accepts responsibility for his/her own actions

Adaptability - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

Policy – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

EXPECTATIONS:

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

_____	_____
Employee's Printed Name	Supervisor's Signature
_____	_____
Employee's Signature	Date