



"The Center of Educational Excellence"
Hoehne Public School District R-3

JOB TITLE: Paraprofessional
REPORTS TO: Superintendent/Principal/Special Education Teacher
SALARY: \$34,292.44
TERMS OF EMPLOYMENT: 9 months
BENEFITS: Retirement (PERA), Leave Day, Health, Dental, & Vision Insurance

POSITION SUMMARY:

This position provides instructional support and assistance to classroom teachers and students. The ideal candidate will work closely with educators to provide academic, behavioral, and social-emotional support to students, including those with special needs, to ensure they achieve their full potential in the classroom.

JOB QUALIFICATIONS:

Education:

High School Diploma

Experience:

Previous experience working with children, particularly in an educational setting, preferred

JOB EXPECTATIONS:

1. Demonstrates effective organizational, problem solving, and conflict resolution skills
2. Demonstrates punctuality and good attendance
3. Complies with all policies, practices, and procedures, including proper use of equipment
4. Reports all unsafe conditions/activities to supervisor
5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies, procedures, and directives
7. Meets deadlines
8. Demonstrates confidentiality as related to job
9. Develops and maintains professional working relations with students, parents, employees, and patrons of the district

JOB SKILLS AND ABILITIES:

1. Strong communication and interpersonal skills
2. Ability to work with diverse student populations, including those with disabilities
3. Patience, compassion, and a strong desire to support the learning and development of students
4. Ability to follow directions and collaborate effectively with teachers and staff
5. Must be able to pass a background check and meet all district hiring requirements

ESSENTIAL FUNCTIONS:

1. Assist classroom teachers in delivering instructional materials and activities to students
2. Work with individual students or small groups to reinforce learning concepts under the guidance of the teacher

3. Support students with special needs by implementing individualized education plans (IEPs) and adapting instructional materials
4. Assist in the management of student behavior and foster a positive, inclusive learning environment
5. Help with classroom organization, preparing materials, and maintaining a safe, clean learning space
6. Supervise students in various settings such as classrooms, hallways, cafeterias, and playgrounds
7. Provide assistance during special activities, field trips, and other school events
8. Communicate regularly with teachers regarding student progress, concerns, or achievements
9. Assist students with personal care tasks as needed, such as feeding, toileting, and mobility assistance
10. Maintain confidentiality regarding student records and information

PHYSICAL DEMANDS:

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. Certain positions within the District may impose additional physical demands. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, and feel, reach with hands and arms, taste and smell, and talk and hear. The employee may also need to stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is frequently required to exert average or above average physical activities in the Center Based Special Education programs.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to inclement weather conditions. The noise level in the work environment is usually moderate, but occasionally loud. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.

November 2025