

Job Description

Position Title: Instructional Paraprofessional

Location: Osgood Elementary School

Department: Paraprofessionals

Reports To: Building Principal

Term: Recurring 182-day position following the school calendar

Schedule: Mon-Fri Approx. 6.5hrs/day. Exact schedule TBD with Principal.

Salary: Position follows the [Classified Salary Schedule 2025-2026](#) at A125. Starting salary begins at \$17.25-\$19.45/hour, based on experience.

Date of last review: September 2025

SUMMARY: Instructional paraprofessionals work under the supervision of an Educator to provide small group instruction/support to learners.

To Apply: Please complete the application and include three references.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Supports the Educator in order to provide additional interventions for learners.
- Provides information to learners, staff, and administration by answering questions and requests.
- Develops effective working relationships with learners and staff.

Communication:

- Reinforces lessons presented by the educator by reviewing material(s) with learners one-on-one or in small groups.
- Enforces school and classroom rules to help instill appropriate behaviors for learners (CHAMPS).
- Ability to utilize technological tools to communicate and to record and report data.
- Accepts and responds to constructive coaching feedback.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

Compassion:

- Maintains a courteous, respectful, and fair manner.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.
- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.

Creativity:

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

Critical Thinking:

- Identifies, integrates, and utilizes appropriate technological tools into work production.
- Assists learners and staff with technological tools.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

Reflection:

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

Responsibility:

- Enforces school and classroom rules to teach learners appropriate behaviors.
- Supervises learners in class, between classes, during lunch and recess on occasion.
- Performs duties in an organized, punctual manner.
- Keeps appropriate confidentiality regulations in place along with an awareness of district requirements and school board policies.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Education Degree (GED) equivalent.
- Prior experience working with elementary school-aged learners preferred.
- General computer skills.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

OTHER SKILLS AND ABILITIES:

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

SUPERVISORY RESPONSIBILITIES:

- None.