



INSTRUCTIONAL

PARAPROFESSIONAL - FLEX INSTRUCTIONAL

JOB DESCRIPTION

JOB TITLE: Paraprofessional - Flex Instructional
REPORTS TO: Director of Human Resources
LOCATION: Campus Assigned

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-12
DAYS: 192
JOB ID & DATE: CLS-03, September 2023

JOB PURPOSE SUMMARY

The Flexible Paraprofessional (Substitute Teacher) is a versatile role designed to provide support in various educational settings as a substitute teacher. This position assists in delivering instruction, managing classrooms, and ensuring a conducive learning environment for students when regular teachers are unavailable.

REQUIREMENTS

Education Level Details

High school diploma or equivalent is required.
Completion of an associate degree in education or a related field preferred.

License or Certification

Substitute teaching license or certificate issued by the Colorado Department of Education is mandatory.
First Aid and CPR certification are preferred

Work Experience Required

Previous experience working with children, preferably in an educational or childcare setting,
Familiarity with classroom management techniques preferred

Other Skills and Abilities Required.

Strong communication and interpersonal skills.
Adaptability and flexibility to work in various educational environments.
Ability to follow lesson plans and classroom instructions.
Effective problem-solving skills and the ability to handle classroom challenges.
Patience and empathy when working with students of diverse backgrounds and abilities.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Substitute for absent teachers in various subjects and grade levels.
- Implement lesson plans provided by the regular teacher, ensuring continuity of instruction.

- Manage classroom behavior and maintain a positive learning environment.
- Provide assistance to individual students or small groups as needed.
- Communicate with school staff and administrators regarding any issues or concerns.
- Follow school policies and procedures, including those related to safety and emergency protocols.
- Attend staff meetings and professional development sessions as required.
- Establish and maintain a respectful and inclusive classroom atmosphere.
- Adapt teaching strategies to meet the needs of diverse learners.
- Assist with classroom activities, assignments, and assessments.
- Keep accurate records of student attendance and classroom activities.
- Report any disciplinary or behavioral issues to school administration.
- Support students with special needs by following individualized education plans (IEPs) and accommodations.
- Encourage student engagement and participation in the learning process.
- Foster a love for learning and inspire curiosity among students.

Other

- Perform other duties as assigned.
- Participate in training and professional development activities as required by the school district.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential

functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____
Signature: _____

Employee ID Number: _____
Date: _____