



NEW HARTFORD PUBLIC SCHOOLS

NEW HARTFORD TOWN HALL
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Jeffrey Sousa

Superintendent
of Schools

Michael Lynch

Director of Student
Services

Amy Kennedy

Principal Bakerville & New
Hartford Elementary

Kelly Carroll, Ed.D.

Principal Ann Antolini
School

Job Title: Substitute Paraeducator

Position Summary:

The substitute paraeducator is an **as-needed substitute position** providing coverage during staff absences. The role supports certified teachers by assisting with instruction, classroom management, and student supervision. The substitute works directly with students individually or in small groups to support academic, social, and behavioral development.

Hours are **not guaranteed** and are scheduled based on organizational needs. Candidates must be available to accept shifts on short notice. This role does not include a regular schedule or benefits. This role is ideal for candidates seeking flexible, occasional work rather than consistent weekly hours.

Key Responsibilities:

- Assist teachers with classroom instruction and lesson preparation.
- Provide one-on-one or small group support to students.
- Support students with special education needs, including IEP goals (if applicable).
- Assist with behavior management and positive reinforcement strategies.
- Supervise students during classroom activities, lunch, recess, arrival, dismissal and transitions.
- Help prepare instructional materials and maintain classroom organization.
- Communicate student progress and concerns to teachers and staff.

Qualifications:

- Minimum requirement Associate's degree OR [ParaPro / ParaPathways Certification](#).
- Experience working with children or students with special education needs is preferred.
- Ability to follow instructional plans and teacher direction.
- Strong interpersonal and teamwork skills.
- Ability to adapt quickly to different classroom environments.
- Background check, Department of Children and Families (DCF) Abuse and Neglect Registry and fingerprints are clearance required.

Work Environment:

- Classroom, special education, or support service for Elementary setting (Pre-K to 6th).
- May involve physical assistance, lifting, or personal care depending on assignment.
- Work is offered on an on-call basis. Shifts may be scheduled the same day or short notice.
- No regular or recurring schedule. Availability does not guarantee hours.