

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Paraprofessional
Schedule / Grade: Paraprofessional
Job Code: ##STSUP308
FLSA: None
Calendar: Para
Benefits: Eligible (60 Day Wait) (Retirees not Eligible)
Contract Type: Notification
Bargaining Unit: None
Revised Date: 01/22/2026

PURPOSE

This position will provide appropriate instruction/support to students who require special education services under the supervision of a teacher. Paraprofessionals are identified as Level 1, 2 or 3 based on their specific assignment. Higher levels are paid at an increased rate due to the specific nature of the assignment.

Paraprofessional 1: Basic
Paraprofessional 2: Based on the child's advanced needs
Paraprofessional 3: Public Separate Day Programs – Roseta, Bethel

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Prepare student material and reinforce previously taught material as described by the teacher.
- Manage student behavior and classroom organization, implement policies, rules and/or regulations.
- Provide direct caregiving services (i.e., feeding, toileting, personal care) under the supervision of teachers and staff.
- Take all necessary and reasonable precautions to protect students.
- Respond in a calm manner to students displaying aggressive behaviors.
- Meet and/or escort students at designated times.
- Demonstrate a positive and cooperative attitude when performing tasks.
- Maintain confidentiality of information about students and employees.
- Attend and document participation of required yearly in-service training (10 to 15 hours).

- Adhere to district policies and departmental, building and classroom procedures.
- Understand and adhere to Board policies and procedures.
- Para 2's and 3's: Attend/keep current on restraint and other advanced training, if applicable as directed by the Special Education Director; apply knowledge and procedures to student situations when appropriate to respond to crises.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Classroom teacher, Building Principal, and Special Education Director

Supervises: None

QUALIFICATIONS

Minimum: Completion of the 20-hour Substitute Training Course or Passing of the Paraprofessional Exam or Official Transcript with 60+ hours of college semester credit.

Preferred: Official Transcript w/60+ semester hours of college credit with prior experience in a school setting and/or working with young people.

An ideal candidate will have a professional and friendly demeanor with a demonstrated ability to work well with a variety of individuals in a fast-paced environment.

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

ADA REQUIREMENTS

Language: Read, comprehend, and produce written and oral instructions, correspondence, and memos; Communicate one-on-one and in small groups.

Computation: Add, subtract multiply and divide using units of American money, weight, volume and distance.

Reasoning: Understand and follow verbal and written instructions; Interpret instructions presented in written, oral, diagram or schedule form; Solve problems involving concrete variables within standardized situations.

Technology: Perform basic computer skills including word processing and basic data-entry related to student needs on district-provided technology; Readily utilize smart boards, projectors and other instructional technology provided by the district; Adhere to all District policies and procedures regarding technology usage.

Other Skills and Abilities: Establish and maintain positive relationships with students, faculty and staff while maintaining appropriate professional boundaries; Identify needs and abilities of individual students and adapt instructional methods accordingly. Perform multiple tasks simultaneously.

Physical Demands: The selected applicant will frequently stand, stoop, bend and kneel; The selected applicant frequently moves throughout the building and must be able to walk long distances; The selected applicant must physically assist students with feeding, self-care, and toilet tasks; The selected applicant must regularly lift 30 pounds. Must be able to regularly lift students and assist them with movement. Students' size and weight will vary based on age and grade level. Movement of younger children will frequently be performed by an individual paraprofessional. Movement of older students may be performed by a two-person team of paraprofessionals and/or with apparatus designed to assist movement. The selected applicant may have to quickly follow or catch up to a mobile student and redirect the student back to the appropriate class or activity. The selected applicant must have both close and distance vision.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: The individual who holds this position will regularly work in a school environment that is noisy and active. The individual will be required to work outdoors to perform tasks such as loading and unloading students from district transportation and supervising recess.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer