

# Paraprofessional / Behavioral Aide

## Position Overview

The Paraprofessional / Behavioral Aide provides instructional, behavioral, and supervisory support to students under the direction of a certified teacher. This position assists in reinforcing learning concepts, supporting student behavior, and maintaining an orderly and safe learning environment.

## Essential Duties and Responsibilities

- Conduct small group or individual classroom activities based on teacher-developed lesson plans.
- Assist with the supervision of students in classrooms, common areas, and during school-wide activities.
- Support the administration of student assessments, grading of assignments/tests, and collection of academic and behavioral data.
- Assist with the preparation of instructional materials, including duplicating resources, preparing bulletin boards, setting up learning centers, and organizing manipulatives.
- Operate and return instructional equipment as required.
- Support classroom organization and housekeeping.
- Assist with student supervision during arrival, dismissal, and bus transitions.
- Participate in professional development and training programs to increase job-related knowledge and skills.
- Stay current with developments, practices, and resources related to instructional and behavioral support.
- Ensure compliance with district safety procedures, policies, and all applicable federal and state laws.
- Perform other related duties as assigned by administration.

## Qualifications

- Hold or be eligible for required certification.
- Ability to work effectively with students, parents, staff, and the community.
- Demonstrated integrity, strong character, and professional reputation.
- Commitment to supporting student learning and success.