



Paraprofessional Substitute

Assignment:	10-month
FLSA Status:	Not Exempt
Location:	East or West Leyden
Terms of Employment:	On a substitute basis, as needed
Wages:	To be determined by the Board of Education
Evaluation:	Board policy on Evaluation of Educational Support Personnel
Reports to:	Educational Support Personnel Supervisor

Qualifications:

- Must have a current ELS (Para) License, Professional Educator License, Substitute License, or Short Term Approval.
- High school diploma or equivalent required.

Essential Job Functions:

- Cover duties of other paraprofessionals during absences.
- Flexible and a willing to work in any of the following departments if needed: (Special Education, Literacy, Multilingual)
- Communicate clearly and effectively, both verbally and in writing.
- Work cooperatively and courteously with students, staff, and the public.
- Demonstrate effective tutoring and clerical skills.
- Bilingual communication skills (speaking and writing) preferred.
- Stand, walk (including up to one mile without rest), run, and climb stairs throughout the workday.
- Conversely, able to remain seated and work at a desk for extended periods.
- Lift up to 50 pounds.
- Adapt to changes in daily schedules.
- Reliable and punctual, with the ability to meet daily attendance requirements.
- Proficient with email and basic computer functions to support student learning.

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- Observant and able to visually monitor assigned areas.
- Maintain strict confidentiality regarding student and staff information, including medical, behavioral, and disciplinary matters.
- Be vigilant about the safety and security of students, staff, and school property.

Performance Responsibilities

- Assist teachers in preparing instructional materials, testing accommodations, and student work as needed.
- Tutor students in all academic subjects in one-on-one or small group settings.
- Engage in discussions to enhance understanding of course material.
- Support the integration of special education students or multilingual students in general education classrooms by assisting with learning activities and implementing positive behavior strategies.
- Escort and assist students throughout the building, including to and from bus loading zones, the lunchroom, physical education classes, field trips, and community-based learning experiences.
- Assist with mobility and positioning devices.
- Assist medically fragile students with sensitivity and care.
- Support students at job sites alongside job coaches as needed.
- Help monitor and manage student behavior; assist in shared instructional duties.
- Record and track student work, assessments, and performance data using Google Docs, Sheets, or other digital tools.
- Ensure the safe evacuation of mobility-impaired students during emergency drills or events.
- Perform other duties and assignments as directed by teachers, chairpersons, administrators, or the Educational Support Personnel Supervisor.

Physical Demands and Work Environment:

The physical demands 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 duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operating office machines and computers, communicating with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

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The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Reviewed and Agreed to by:

Employee Signature

Date

Created: 09/06/2025

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