Special Education Paraprofessional Job Description

Pay: $18.50 - $26.90 per hour

Job description:

Join our dedicated educational team as a Paraprofessional for the 2025-2026 school year, where you will play a vital role in supporting students with diverse learning needs. This energetic and rewarding position involves working closely with special education teachers, assisting students with developmental disabilities, autism, and other challenges to ensure they access a quality learning experience. Your enthusiasm and commitment will help foster an inclusive classroom environment that promotes growth, independence, and success for every student. This paid position offers an exciting opportunity to make a meaningful difference in young learners' lives while gaining valuable experience in special education.

STUDENT-FOCUSED RESPONSIBILITIES:

- Assists in the educational and social development of students under the direction and guidance of the facilitator and classroom teachers
- Assists in the implementation of Individual Education Plans for the students and monitors their progress
- Provides support for individual students inside and outside the classroom to enable them to fully participate in activities
- Provides assistance to students with toiletry and other occupational needs
- Works with other professionals, such as speech therapist, social workers, occupation and physical therapists.
- Supports students with emotional or behavior concerns and assists them in developing appropriate social skills
- Supports students where the need is greatest – this could change daily

GENERAL EMPLOYEE RESPONSIBILITIES:

- Schedule is assigned and modified as needed by HR, Administration, and the Special Education Department Morning supervision
- Assists in supervision in the morning gathering room and/or breakfast Professional Development

- Attend professional development trainings as scheduled
- Provide daily schedules to the HR office quarterly and substitute plans to the HR office when absent Communications
- Check email and mailbox daily for communications from teachers, administrators, and other personnel Meetings
- Attend all meetings as scheduled Policies
- Follow all school policies approved by the School Board
- Daily attendance is required 8:30 a.m. – 4:00 p.m. Monday through Friday
- Lunches & Breaks are paid, paraprofessionals are encouraged to stay on campus

Experience

- Candidates must have an Associates Degree OR official assessment results to demonstrate compliance (i.e. ParaPro).

Any and all other duties as assigned per the Beacon Academy administration and employee handbook

NOTE: Some lifting and carrying of materials may be required, typically less than 40 lbs.

Benefits:

- Bereavement leave
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Vision insurance

Work Location: In person