Elementary Academic Support Paraprofessional

Funding: Title I

Reports to: Building Principal or designee

Position Purpose

Provide additional academic support to students, with an emphasis on reading and mathematics. Work under the direct supervision of a licensed teacher to strengthen skills, increase engagement, and help students meet grade-level expectations.

Essential Responsibilities

- Provide individual and small-group support in the classroom or an assigned intervention setting using lessons and materials developed or approved by licensed teachers.
- Reinforce reading skills, including decoding, fluency, vocabulary, comprehension, and written responses; reinforce mathematics skills, including computation, fractions, reasoning, and problem-solving.
- Adjust practice, pacing, and instructional supports as directed by the teacher; help students apply strategies during classroom learning.
- Assist with teacher-directed screening and progress monitoring. Record student participation, instructional minutes, skills addressed, and progress; share observations with teachers and the intervention team.
- Prepare instructional materials and support positive behavior, organization, and student independence during academic activities.
- Collaborate with Grade level teachers and intervention staff; participate in relevant training and meetings. Refer instructional decisions and significant student concerns to licensed staff.
- Maintain student confidentiality, follow district safety procedures, and complete required Title I time-and-effort documentation accurately and on time.
- Perform related duties assigned by the principal that are consistent with the position, approved Title I activities, and applicable funding requirements.

Qualifications

- High school diploma or equivalent and a valid Ohio educational aide permit.
- Meet Ohio’s properly certified instructional paraprofessional requirements through an ESEA Qualified designation, an associate degree or higher, at least 48 semester or 72 quarter hours of accredited college coursework, or a qualifying score on an approved paraprofessional assessment.