



## Paraprofessional

---

### Position Overview

The Paraprofessional (Teacher Assistant) supports the classroom teacher in creating a joyful, orderly, and academically rigorous learning environment. This role is essential in helping students thrive, assisting with daily instruction, supervising students, and ensuring smooth classroom operations. Teacher Assistants at Libertas Academy embody *The Libertas Way*—they are positive, dependable, and committed to helping every child feel known, loved, and challenged.

---

### Key Responsibilities

#### Instructional Support

Assist the classroom teacher with delivery of daily instruction and learning activities.

Support small-group work, guided practice, and one-on-one student reinforcement as directed by the teacher.

Help prepare, organize, and distribute instructional materials and resources.

Assist in monitoring student understanding, engagement, and progress.

#### Classroom Operations

Support classroom management by reinforcing routines, expectations, and positive behavior systems.

Assist with maintaining an orderly, clean, and welcoming classroom environment.

Help prepare rooms for daily lessons, transitions, celebrations, or special events.

Assist with grading, organizing student work, and other instructional tasks as assigned.

#### Student Supervision & Duties

Assist with student supervision during arrival, dismissal, lunch, recess, transitions, and other non-instructional times.

Support safe and positive interactions among students, addressing minor issues and escalating concerns as appropriate.

Assist with maintaining student safety and adhering to all school policies and procedures.

## **Schoolwide Responsibilities**

Assist teachers and school leadership with additional tasks necessary for smooth daily operations.

Support implementation of school-wide initiatives, Core Virtues, and the mission of Libertas Academy.

Participate in required professional development, staff meetings, and training sessions.

Collaborate with colleagues and communicate effectively with staff, students, and families.

## **Physical & Work Requirements**

Ability to stand, walk, supervise outdoors, and assist with classroom tasks throughout the day.

Ability to lift up to 25 lbs, move classroom materials, and support school events as needed

## **Qualifications**

High school diploma required

Previous experience working with children or in a school setting is preferred.

Strong communication skills, reliability, and ability to work collaboratively.

Alignment with the mission, values, and culture of Libertas Academy.