

Diocese of Sioux City

Position Description

JOB TITLE: Paraeducator
REPORTS TO: Pre-12 Principal
DATE REVISED: October 2025

FLSA STATUS: Non-Exempt
HRS/WK: 20–40

Primary Purpose

Support classroom instruction and student learning by assisting teachers with academic, behavioral, and supervision responsibilities. Provide individualized and small-group support to students, maintain a safe and engaging classroom environment, and uphold the mission and values of Gehlen Catholic School.

Essential Functions

Instructional Support

- Assist classroom teachers with implementing lesson plans and instructional activities aligned with the curriculum.
- Support students in understanding assignments, reinforcing skills, and maintaining engagement.
- Adapt instructional materials as needed for students with diverse learning needs.

Classroom Management

- Supervise students in classrooms, hallways, lunchrooms, playgrounds, and during transitions to ensure safety and respectful behavior.
- Model and reinforce positive behavioral expectations.
- Maintain a clean, organized, and safe learning environment.

Clerical & Administrative Support

- Prepare instructional materials, copy documents, and organize resources for classroom use.
- Assist with grading, data collection, and documentation as directed by the teacher.
- Support the completion of reports and communications as needed.

Student Support

- Provide direct assistance to students with specific academic, behavioral, or physical needs.
- Collaborate with teachers and specialists to implement accommodations and interventions.
- Encourage student independence and confidence in learning tasks.

Team & Family Collaboration

- Maintain positive and professional communication with teachers, administrators, and parents.
- Participate in staff meetings, professional development, and training sessions as required.
- Uphold confidentiality and promote a collaborative school environment.

Other Duties

- Perform additional tasks as assigned by the classroom teacher or principal.

Knowledge, Skills, and Experience Required or Preferred

- High school diploma or GED required; associate's degree or paraeducator certification preferred.
- Previous experience in an educational environment strongly preferred.
- Strong interpersonal and communication skills.
- Ability to work effectively with children of all ages and abilities.
- Self-motivated with a positive and encouraging attitude.
- Must complete Safe Environment certification and pass a background check.
- Additional certification in child development or special education is desirable.

Benefits

Full-time employees will receive:

- Health, dental, and vision insurance
- Retirement plan with employer match
- Employee discount for tuition
- Paid time off and holidays

Physical and Cognitive Requirements:

Active work: the physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. While performing this job the staff member must be able to:

- Sit, stand and walk for required periods of time within the classroom and school
- Speak, hear, and communicate effectively both verbally and in writing using proper grammar and vocabulary
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls; some light lifting may be required

Duties may require travel and attendance at evening and/or weekend meetings. Although work is performed primarily under inside environmental conditions, the required travel may result in temporary exposure to outside environmental conditions. Regular driving and valid driver's license are required. Duties require a wide range of intellectual and practical problem-solving skills and comprehension of complex concepts.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described and may be supplemented or amended as necessary. In addition, I understand that this employer is an entity owned and operated by the Roman Catholic Diocese of Sioux City. Given that the Diocese is a religious organization whose mission is the promulgation of Catholic teachings and ideals, I agree, to be respectful of the Catholic Church and its teachings and to comply with the moral standards of the Roman Catholic Church. I will refrain from any conduct or lifestyle that is in contradiction to Catholic social doctrine or morals including, but not limited to: cohabitation outside of marriage; sexual activity outside of wedlock; same-sex sexual activity; use of abortion; use of surrogate mother; advocacy (defined as presenting or promoting as acceptable)

for conduct, lifestyle, positions, policies, programs, causes or movements in contradiction to Catholic social doctrine or morals; and/or flagrant deceit or dishonesty.

I have read and understand these job duties and my supervisor has reviewed these requirements with me.

Reviewed with: _____ Date: _____
(Employee)

Reviewed by: _____ Date: _____
(Supervisor)

Reviewed by: _____ Date: _____
(President)