



LINC Academy  
Hilliard, OH  
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## Paraprofessional/Educational Aide

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**Title:** Paraprofessional/Educational Aide

**FLSA:** Exempt

**Reports To:** Chief Schools Officer

**Position summary:** The Paraprofessional provides academic instruction and socioemotional support to students, grades K-2, in a community school setting. In an open, small classroom environment, the Paraprofessional must demonstrate a high degree of flexibility in serving the individualized instructional needs of the students assigned to the class. The Professional must be able to work in a team environment with other educators and staff. The Paraprofessional should possess a high degree of authenticity, kindness, and empathy while effectively maintaining a classroom atmosphere conducive to academic and socioemotional growth.

**Essential Functions  
& Responsibilities:**

- Assist the lead teacher in implementing individualized education plans (IEPs) for students with special needs
- Provide support in the classroom by helping students with their academic tasks, including literacy and math activities.
- Assist students with self-help skills, including toileting, feeding, and personal hygiene, to promote independence.
- Monitor student progress and behavior, providing feedback to teachers to help adjust teaching strategies, as necessary.

**Work Environment:** This job operates in a school environment.

**Hours of Work:** Full-time, M-F, 8:00am-3:30pm

**Education and  
Experience:**

- Associate or bachelor's degree in psychology or related field
- Experience working with children with special needs or autism through volunteer work, employment, or other relevant experiences
- A genuine passion for working with children, along with patience and compassion

**EEO Statement:** Our Company is committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.