



## **Paraprofessional - Dedicated Adult**

Wyatt Academy Job Description

Updated: April 2026

### **Wyatt Academy Values**

Wyatt Academy, the most historic K-5 charter school in Denver, serves the Cole and Whittier communities by providing a nurturing and inclusive environment. As a community-focused school, Wyatt supports students and families by offering high-quality education, promoting social-emotional well-being, and providing essential resources, such as a clothing donation program and laundry facilities. Through its core values of community, opportunity, joy, and wonder, Wyatt fosters a space where students can explore their potential, build strong connections, and thrive academically and personally.

### **Position Summary**

The job of a Dedicated Adult Paraprofessional is to provide support to the instructional and behavioral needs for an assigned student, as outlined through an Individual Education Plan (IEP). **Student assignments may vary throughout the day.** The ideal candidate believes in Wyatt Academy's mission and is committed to fostering a strong sense of community while ensuring academic excellence.

**This position is funded through Denver Public Schools (DPS). Each Dedicated Adult will be assigned a primary student. If the employee's assigned student withdraws from Wyatt Academy, funding for the position will end. Wyatt Academy will make every effort to provide advance notice and explore opportunities to retain the employee in another role within the school; however, continued employment cannot be guaranteed.**

### **Key Responsibilities:**

- Provide direct supervision and line-of-sight of the assigned student at all times; unless the student is with a general education teacher, special education teacher or service provider.
- Maintain frequent physical proximity and direct check-ins of the assigned student.
- Support transitions between class, lunch, recess, and electives following the Dedicated Adult Support schedule
- Monitor for rapid mood changes with the assigned student and support the implementation of Student's Behavior Intervention Plan and Crisis Intervention Plan, including finding a safe space to go when feeling escalated and recognizing the signs they may exhibit when they are feeling overwhelmed, frustrated or wanting to escape the task presented to them in class.
- Meet with Dedicated Adults, social worker and Director of Student Services regularly to collaborate on communication, revisions and updated needs for students assigned.
- Use a radio for support if it is warranted during times a student elopes and/or is unsafe to themselves or others.

- Confer with the assigned student to ensure that a level of distance is maintained to allow for natural opportunities for peer and adult interaction in addition to independence (when appropriate).
- Provide the assigned student with feedback to support their access to curriculum, maintain appropriate behavior and participate safely in general education.
- Work with the assigned student on executive functioning strategies which will includes, and is not be limited to,
  - on-task initiation,
  - following directions,
  - sustaining stamina throughout a given task,
  - facilitating how to take appropriate breaks as needed,
  - monitoring the quality and content of their produced work,
  - monitoring the independent practice of their executive functioning strategies,
- Daily implementation of accommodations and behavioral interventions identified in the assigned student's IEP and Behavior Intervention Plans (BIP) including use of scripts, token boards, breaks, rewards, etc, as applicable.
- Collect data on a daily basis using the data tracker provided to monitor the assigned students' identified behaviors through the Behavior Intervention Plan (BIP).

**Additional Responsibilities:**

- Communicate with the general education teacher, special education team and family regularly about the student's success and challenges.
- Complete Non-Crisis Intervention Training (provided by Denver Public Schools), complete Registered Behavior Technician training (within 6 months of hire) and participate fully in all professional development related to job duties.
- Attend any conference, IEP meeting and/or family meeting for the identified student.
- Maintain consistent work attendance to provide consistency for the student (following the Wyatt guidelines for using sick and or personal days)
- Maintains professionalism in class with limited use of cell- phone
- Reports suspected child abuse or neglect as required by law.
- Dresses in a professional manner as specified in Wyatt Policy.
- Uses the Internet and E-mail system as specified in Wyatt Policy.
- Participates in faculty committees and the sponsorship of student activities.
- Works toward mutually acceptable resolution of interpersonal conflicts as they arise.
- Attends and participates positively in meetings.
- Demonstrates the initiative to meet the needs of the organization by assisting coworkers when workload permits.
- Maintains appropriate and professional work relationships with students, family members, business associates, coworkers and others.
- Other duties as assigned by leadership.

**Qualifications:**

**REQUIRED:**

- High School Diploma or associated credential (le Para Pro-Test).
- Must successfully pass reference checks, background checks and/or licensure verification.

- Proficiency with Google Suite.
- Previous experience working with youth (ie. coaching, teaching, mentoring, etc)
- Strong desire to work in a fast paced, intellectually and emotionally challenging school environment.
- Demonstrated ability to exercise a high level of tact and discretion in both internal and external interactions.
- Registered Behavior Technician training within 6 months of hire.
- Willingness to accept coaching through observations and learn required skills for the role through training and regular professional development.

**DESIRED:**

- Bachelor's degree in education and knowledge in content, and effective teaching strategies.
- 2+ year experience working in an elementary school setting.
- Experience with ABA practices.
- Bilingual in Spanish and English.
- Experience with Infinite Campus, DoJo communication, and other educational programs.

**Compensation and Benefits**

- Salary: This position is paid on a set monthly salary with a base pay of \$21 - \$25 per hour based on experience.
- Schedule: 7:30 - 4:00 Monday to Friday. Twice weekly professional development until 4:30. Attendance at after school community events and limited weekend events may occur. This position is eligible for overtime pay.
- Benefits: Healthcare, dental, vision, and mental health plans; retirement planning (Colorado PERA); life insurance options; paid time off and school holidays.

**Equal Opportunity Employer Statement**

Wyatt Academy is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, gender, parental status, national origin, age, disability, political affiliation, military service, or any other status protected by law or regulations.