

Paraprofessional Position



Start Date: As soon as possible

School Opening: August 2026

On-Site | Full-time: Colorado Springs, CO

Classification | Salaried, Non-Exempt: Hourly | 191-day school year schedule

Compensation: : \$19.00–\$24.00 per hour | Commensurate with experience

Reports To: Coordinator of Special Education

Overview

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Spruce Community School is seeking a warm, patient, and mission-driven Paraprofessional to support our classroom teachers and students each day. Working alongside classroom teachers, the Paraprofessional helps bring our project-based, place-based model to life by supporting individual students and small groups, reinforcing instruction, and helping maintain a joyful, well-run classroom environment. This position combines direct student support with meaningful behind-the-scenes classroom work, from small-group instruction and behavioral support to materials preparation and supervision. The Paraprofessional reports to the Coordinator of Special Education and works closely with classroom teachers to keep every student engaged, supported, and safe.

Our Mission & Values

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Our Mission: At Spruce Community School, students find their purpose through adaptive thinking and joyful engagement as we reimagine academic excellence.

Spruce is a place where curiosity, kindness, and courage drive every decision. We inspire lifelong learners who are equally prepared to listen and lead. Our approach combines high expectations, interdisciplinary project-based learning, and a commitment to whole-child development. At Spruce, learning is rigorous but joyful, structured yet exploratory, and always connected to our city.

We believe:

- Learning happens in connection with the world.
- Learning happens in relationships.
- Learning is about becoming. Students don't just learn skills—they become artists, engineers, scientists, historians, and change-makers.

At Spruce, we believe that children, like trees, grow in two directions: they deepen their roots in self-discovery and foundational academic and social skills, and they extend their branches to enrich their surroundings through project-based learning and place-based education.

Role Responsibilities

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Classroom & Student Service Support

- Provide individualized and small-group support to students under the direction of the classroom teacher, reinforcing daily lessons and skills.

- Support students with behavioral or social-emotional needs, using calm, consistent strategies to help them stay regulated and engaged.
- Assist in implementing accommodations outlined in IEPs and 504 plans, in coordination with the Coordinator of Special Education and Director of Students and Families.
- Supervise students during transitions, arrival, dismissal, recess, and lunch, helping maintain a safe and orderly environment.
- Build warm, trusting relationships with students that support their confidence and sense of belonging.

Instructional Support

- Prepare classroom materials, manipulatives, and learning centers ahead of lessons and expeditions.
- Support project-based and place-based learning activities, including field experiences and hands-on projects.
- Assist with monitoring and documenting student progress, sharing observations with the classroom teacher.
- Help facilitate small-group reading, math, or skills practice as directed by the classroom teacher.

Classroom Environment & Operations

- Help maintain an organized, welcoming, and safe classroom environment throughout the day.
- Assist with setup and breakdown of classroom spaces for projects, expeditions, and events.
- Support substitute coverage logistics when needed, helping subs access materials and routines.
- Perform other classroom or operational duties as assigned by the classroom teacher or Coordinator of SPED.

Compliance & Confidentiality

- Maintain confidentiality in all student, family, and staff matters in accordance with FERPA and school policy.
- Follow all school safety protocols, including emergency procedures such as evacuations and lockdowns.
- Support accurate documentation of student support services as required by state and authorizer compliance.

What You Bring & Who You Are

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You are a calm, resourceful, and community-centered problem-solver who takes pride in keeping things running well behind the scenes.

- **Rooted in Relationships** – You bring warmth and professionalism to every interaction, making students, families, and visitors feel welcomed and valued.
- **Organized & Detail-Oriented** – You manage multiple priorities with ease, keeping records accurate, timelines on track, and systems running smoothly.
- **Equity-Minded** – You understand that a well-run school office is an act of care for every student and family, and you bring that intentionality to your work.
- **Proactive & Flexible** – You anticipate needs before they become problems and adapt quickly to the ever-changing rhythms of a school environment.

- **Discreet & Trustworthy** – You handle sensitive information with professionalism and uphold the highest standards of confidentiality.
- **Mission-Aligned** – You believe in Spruce’s vision of joyful, rigorous, community-connected education and want to contribute to that through your operational role.

Qualifications + Additional Requirements

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- High school diploma or GED required
- Meets Colorado paraprofessional qualification requirements: completion of at least two years of college coursework, an associate’s degree or higher, or a passing score on a state-approved paraprofessional assessment
- Experience working with children, preferably in a school or education-setting environment, strongly preferred
- Experience supporting students with IEPs, 504 plans, or behavioral needs a plus
- Bilingual (English/Spanish) communication skills strongly desired
- Strong written and verbal communication skills
- Ability to work independently and as part of a team in a fast-paced environment
- Must be able to pass a background check

Team Expectations

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Our school is a hands-on, start-up community where no two days are exactly alike. The Site Manager is a key member of the Spruce operations team and will participate in school-wide events, staff meetings, and occasional evening commitments such as family nights or board meetings. We are a high-support, collaborative team, working together to build something extraordinary for the students and families of Colorado Springs.

How to Apply

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- Submit your resume to sgrace@Sprucecommunityschool.org
- In your email, please tell us: What draws you to working directly with students, and what experience or skill makes you especially well-suited for this position?

Spruce Community School is an equal opportunity employer. We celebrate diversity and are committed to building a team that reflects the students and families we serve.