

POSITION TITLE: Classroom Paraprofessional

Responsibilities:

Assist teachers with teaching grade level curriculum to a wide range of learners.
Assist students to be successful learners.
Be an active member of the class helping to meet the educational needs of students as directed by the teacher.
Prepare materials, work with individuals or small groups, and other related duties as directed by the teacher.
Maintain a professional demeanor at all times with children, parents, and staff
Handle all confidential information appropriately.
Accompany students as necessary.
Supervision before school, and/or during lunch and recess as assigned.
May be asked to substitute in classrooms or assist at the front desk or in other areas as needed.
Attend after school meetings if required.
Perform other tasks as directed by Head of School or Principal.

Position Type: Part-time 19.5 hrs/week

Experience preferred, but not required, may consist of the following:

Associate's Degree or Passing Score on the ParaPro test
Bachelor's Degree or equivalent preferred
Bilingual communication skills in English/Spanish preferred
Experience working in a classroom setting or with children in related setting
Flexibility to perform various job functions upon request.
Demonstrated ability to work as a positive team member
School-Year Position