

**Job Posting:** Secondary School Paraprofessional

**Part Time:** Monday-Friday from 11:00-3:00

**Pay Rate:** \$10.30 + depending on experience and education

**To apply:** Go to [www.northstarcharter.org](http://www.northstarcharter.org) and fill out a classified staff application or use this link ([App. Link](#)). Applications can be emailed, brought in or faxed to 208-939-6090.

**Position summary:** The role of the paraprofessional is to provide additional support in the classroom. Assist in providing a well-organized, smooth functioning classroom environment in which all students can take full advantage of the instructional programs and available resource materials. This para will be working with grade levels 6th-8th both in the classroom, during breaks and on occasion in small groups..

- Must be 18 years of age
- Minimum High School Diploma
- 2 year college degree preferred
- Experience with children preferred
- Ability to maintain confidentiality

**Duties and Responsibilities:**

- Provides assistance to teacher in the regular education program.
- Assist students individually and/or in small group situations.
- Possibly perform substitute teacher duties in absence of teacher.
- Assist teacher in clerical duties.
- Assist in maintaining classroom in clean, neat and orderly status, prepares bulletin boards and displays and maintains classroom supply levels.
- Assist with student supervision on school grounds, lunch and other monitoring and safety duties, as assigned.
- Participate in appropriate training, workshops and in service programs.
- Perform all work duties and activities in accordance with North Star policies, procedures and safety practices.