

NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

NORTH STAR CHARTER SCHOOL JOB OPENING

POSITION: 1st & 2nd grade Paraprofessional Part-time (18.75hrs/week)

Hours: Monday-Friday, 3.75 hours per day

Pay Rate: \$10.50 + depending on experience

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 children can take full advantage of the instructional programs and available resource materials.

Experience/Qualifications:

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

Duties and Responsibilities:

- Provide assistance to teacher in the regular education program
- Assist teachers by preparing lesson plans and preparing, modifying and adapting materials and presentations used in the classroom
- Supervision at recess and in the classroom
- Assist teachers in administering diagnostics, skills and level testing
- Assist students with classroom and homework assignments, tutoring or other supplemental instruction.
- Assist students individually and/or in small group situations
- Performs substitute teacher duties in absence of teacher
- Assist teacher in clerical duties included but not limited to copying, inputting records and data, grading and document preparation and related 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, bus, 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.

APPLICATION: Classified Application on North Star website under Employment Opportunities

CLOSING DATE: until filled

CONTACT: Please email classified application, cover letter and resume to Elementary Principal, Shay Davis sdavis@northstarcharter.org and Human Resources, Joanna O'Donnell jodonnell@northstarcharter.org.