

# NORTH STAR CHARTER SCHOOL

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IB World School – International School of Business & Economics

## NORTH STAR CHARTER SCHOOL JOB OPENING

**Job Posting:** Secondary Special Education Paraprofessional

**Part –time (18.75hr/week)**

### **Duties and Responsibilities:**

- Provides assistance to Special Education teacher.
- Assist students with classroom and homework assignments, tutoring or other supplemental instruction.
- Assist students individually and/or in small group situations.
- Assist teacher in clerical duties.
- Assist in maintaining classroom in clean, neat and orderly status.
- 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.

### **Qualifications:**

- Minimum High school Diploma
- 2 year college degree a plus
- Experience with children preferred
- Ability to maintain confidentiality.

**To Apply:** fill out a classified application on our website and email it to [jodonnell@northstarcharter.org](mailto:jodonnell@northstarcharter.org).