

NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

Job Posting: Secondary School Paraprofessional

Part time: 3.75 hours per day, Monday-Friday for the current school year.

Pay Rate: \$10.30 + depending on experience

To apply: Go to www.northstarcharter.org and fill out a classified staff application. 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 lunch room and copy support for secondary teachers.

- 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:

- Assist with lunch supervision in the cafeteria.
 - Sort lunches by grade level prepared and delivered by outside contractor.
 - Copy classroom sets of papers prepared by teachers.
 - 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.
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