

NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

Job Posting: Middle 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 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.

- 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:

- Provides assistance to teacher in the regular education program
 - 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 in computer, grading, faxing, text 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, 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.
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