

NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

NORTH STAR CHARTER SCHOOL JOB OPENING

POSITION: Paraprofessional - 35-40hrs/week

Hours: Monday-Friday

Pay Rate: \$12.42-16.85/hr 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.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, and to hear sounds within the normal range of conversations;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and comprehend, review, and translate a variety of written and text

documents and materials;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate classroom instructional equipment and office equipment, including a personal computer.
- Sufficient personal mobility, agility, strength, and reflexes, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, be able to lift up to 20 pounds, and work in a classroom.

APPLICATION: Classified Application on North Star website under Careers

CLOSING DATE: until filled

CONTACT: Please email classified application and resume to Will Bogdanoff, Middle School Vice Principal wbogdanoff@northstarcharter.org and Human Resources, Joanna O'Donnell jodonnell@northstarcharter.org