

NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

NORTH STAR CHARTER SCHOOL JOB OPENING

POSITION: 1:1 Elementary Special Education Paraprofessional, 2022-2023 school year

FTE: Full-Time 8:45-4:00pm, M-F

Position summary: This Para would be working with a first and/or third grade student. The role of the paraprofessional in general is to provide additional support in the resource room or in the classroom to support goals on the child's IEP. Assist in providing a well-organized, smooth functioning environment in which all children can take full advantage of the instructional programs and available resource materials.

Experience and Education:

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

Possible other 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
- 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 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.
- Provide behavior interventions to student(s) with disabilities in conjunction with special education and general education teachers
- Provide behavior interventions in the area of appropriate school-related behaviors
- Provide prompts to assist student in preventing and managing behavior
- Assist in implementation of student's individualized education program (IEP)
- Work with students in separate classroom and/or facilitate inclusion into general education classroom
- Assist in variety of educational supports
- Serve as an escort for students to various locations on school campus supporting gradual shift towards independence and self-advocacy.

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- Assist students during classroom activities, lunch, physical education periods, and various other activities, as directed. All development of
- Provide individual or small group instruction to student(s) according to established individual education plans as directed by special education teacher.
- Assist the teacher in monitoring the students' progress by collecting data, charting, keeping anecdotal records, etc., as directed by the special education teacher.
- Support communication system with teachers, administrators and other support staff, as directed by the special education teacher.
- Participate in training as designated by special education supervisor and/or administration.
- Assume other duties, as assigned

To apply: Go to www.northstarcharter.org and fill out a classified staff application.

Please email classified application, cover letter and resume to Elementary Principal, Shay Davis sdavis@northstarcharter.org