



NORTH STAR CHARTER SCHOOL

NORTH STAR CHARTER SCHOOL JOB OPENING

JOB OPENING: Elementary Special Education Paraprofessional (Part-time) 9:15 am-12:45 pm

POSITION: Elementary Special Education Paraprofessional

FTE: Part time position (18.75 hrs./week), Monday to Friday

Job Summary: As a part time Elementary Special Education Paraprofessional, you will play a crucial role in providing support to students with special needs in an elementary school setting.

Responsibilities:

ESSENTIAL FUNCTIONS:

- Assist student develop skills in the following domains: cognitive, communication, self-help, social, community, vocational, and leisure/recreational.
- Assist students with personal hygiene and in developing self-help grooming skills, as appropriate, such as dressing and undressing, eating, washing, oral care and toileting; assist in changing diapers, as needed; assist students with medication according to established guidelines and procedures.
- Lift, move and adjust positioning for non-ambulatory students; Lift students onto changing tables or adapted toilets; assist in loading/unloading of students from buses.
- Provide patient and sensitive care/assistance to physically disabled students.
- Serve as an escort for students to various locations on school campus supporting gradual shift towards independence and self-advocacy.
- Assist students during classroom activities, lunch, physical education periods, and various other activities, as directed.
- Provide individual or small group instruction to student(s) according to established individual education plans as directed by Special Education teacher.
- Instruct student(s) in the use of specially adapted computers, augmentative communications devices, specialized software programs and other similar devices, which assist students with motoric limitations



NORTH STAR CHARTER SCHOOL

- Support accommodations with student to illustrate manually or with computer assistance to enhance student(s) communication skills striving for student independence.
- Assist in programming augmentative devices used by students so student can use independently.
- Assist in delivering, setting up, and cleaning computers and devices used in the instructional program.
- Assist in maintaining health and safety of severely and physically handicapped students, including the emotionally and physically fragile, by being aware of the environment and the potential hazards of student actions.
- 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: Please submit a resume, and a North Star Classified Application. We are an equal opportunity employer and welcome applications from all qualified candidates.

Classified Application available at: <https://www.northstarcharter.org/employment-opportunities/>

CONTACT:

Elementary Special Education Teacher: Kendyl Owen kowen@northstarcharter.org

and Shay Davis, Elementary Principal sdavis@northstarcharter.org