



NORTH STAR CHARTER SCHOOL

Job Title: Secondary SPED ERR Paraprofessional

Location: Eagle, ID

Position Type: Part Time

Reports to: Head of School

SUMMARY:

We are seeking a passionate and dedicated **Secondary SPED ERR Paraprofessional** to join our team. The SPED ERR Paraprofessional provides instructional, behavioral, and administrative support to students with disabilities under the direction of a certified Special Education teacher. The paraprofessional assists in implementing individualized programs and accommodations, helping students succeed academically and socially within the resource room environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The primary function of an employee in this class is to support students as they develop skills needed to succeed in the school environment and provide assistance to special education teachers in assisting in the implementation of students' Individual Education Plans (IEPs) and/or Behavior Intervention Plan (BIPs). The Paraprofessional works with students with a variety of mild to severe physical, emotional, and learning disabilities and may work with an individual student or groups of students, both in a separate classroom facility or facilitating inclusion into a regular classroom. The position is directly supervised by the assigned Special Education Teacher with overall supervision by the building Principal. The primary duties of the position are performed in a classroom environment and may include exposure to body fluids and some personal injury risk from student behaviors.

ESSENTIAL DUTIES:

- Provides assistance to special education teacher in the special education program
- Assists teachers in implementing students' Individual Education Plans (IEPs) and/or Behavior Intervention Plans (BIPs)
- Collects and reports progress data to supervisor
- Provides prompts to assist student in preventing and managing behavior
- Provide instruction in reading, math or writing to individual students or small groups
- Provides intensive behavior intervention in the area of appropriate school-related behaviors to students individually and/or in a group situation



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- Assist students in social situations; accompany students to various school day activities
- Assists teachers by preparing lesson plans and preparing, modifying, and adapting materials and presentations used in the classroom or to assigned students
- Assists teachers in administering diagnostic, skills, and level testing
- Assists students in a variety of educational supports which may include but not limited to: instruction, socialization, personal hygiene, medications, related therapies, nutritional, toileting and related personal tasks as needed
- Assists students with classroom and homework assignments, tutoring, or other supplemental instruction
- Assists students individually and/or in a group situation, both in a separate classroom learning facility or by facilitating inclusion into regular classrooms
- Assists the special education teacher with compiling behavior data and implement behavior intervention plans/programs
- Assists teachers with classroom activities, classroom management, lesson plans, grading papers, clerical and record-keeping duties, creating and updating reports and files, and other documentation, as directed
- Assists teachers with clerical duties including, but not limited to, copying, inputting records and data into a computer, faxing, text and document preparation, and related duties
- Assists in maintaining the classroom in a clean, neat, and orderly status, prepares bulletin boards and displays, and maintains classroom supply levels
- Assists with student supervision on field trips and related extracurricular activities
- Performs school grounds, bus, and other monitoring and safety duties, as assigned
- Participates in appropriate training, workshop, and in-service programs
- Performs other related duties as required

APPLICATION PROCESS:

To apply for a teaching position at North Star Charter School, please submit a resume, cover letter, and three professional references to:

Andy Horning, Head of School, ahorning@northstarcharter.org and
Belle Garner, Business Manager, bgarner@northstarcharter.org

Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer

North Star Charter School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.