



Job description

GENERAL EDUCATION PARAPROFESSIONAL (CHARTER HIGH SCHOOL)

Under the direction of the Director or School Principal, assist certificated teachers in providing instruction to individuals or groups of students with difficulty in keeping up with the pace of the class, behavioral issues, physically disabled, students with impaired vision, hearing, speech and/or other limiting conditions; perform a variety of clerical and instructional duties in support of the instructional program as required.

PRIMARY FUNCTION

Under general supervision, assist with instruction of a child with learning difficulties as an instructional aide in a classroom or similar program as instructed by a certificated teacher; perform a variety of instructional and other student-related duties.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Encourage students and help maintain a supportive learning environment.
- Assist students with assigned special projects.
- Assist teachers in maintaining student control and in implementing behavioral modification systems.
- May be required to attend in-service training programs and workshops, Parent Information nights, and other activities.
- May be required to assist in maintaining a clean and safe environment for the students and staff.
- Respect the confidential nature of pupil records and school reports.
- Observe and report unusual or atypical student behavior to the teacher.
- May be required to attend parent conferences and/or make parent contacts.
- Other functions as assigned.

SKILLS & QUALIFICATIONS

- College degree
- Has worked or can work with High School Students
- Strong math background desired
- Previous experience working with Special Education Students
- Bilingual Spanish preferred



JOB TYPE

- Full Time, non-exempt position
- 10-month position

COMPENSATION

\$20-\$25/hour

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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