

NORTHLAND PREPARATORY ACADEMY
Job Description/Opening

Position/Title: Special Education Paraeducator .5 & Special Education Admin Assistant .5

Terms of Employment: 2021-22 School Year; 40 hours per week; 8:00 AM - 4:00 PM

Start Date: Oct 1, 2021

Salary: To be determined based on skills and relevant experience

Reports to: Special Education Director

Evaluation: In accordance with Institutional Evaluation Model

Description:

Part-time paraeducator to support MS students with IEPs in their classes and part-time Administrative Assistant to help schedule IEP and Evaluation meetings and perform clerical tasks for the department.

Minimum Qualifications:

- Associates Degree (from an accredited institution) or equivalent educational credits
- AZ (IVP) Fingerprint Clearance Card
- Demonstrated ability and experience with diverse populations

Additional Preferred Qualifications:

- Demonstrated ability and experience with working with students of all learning abilities
- Knowledge and/or experience in Special Education
- Knowledge and/or experience with technology - Microsoft suite and student information systems

Duties and Responsibilities:

- Work with individual or small groups of students to reinforce learning of standards or skills initially introduced and outlined by certified staff.
- Work with one student or small group, reinforcing lessons with additional tutoring, individualized study tasks as directed by the teacher.
- Monitor student work, correct papers, and record evidence of student's learning and progress, and give regular reports to teachers. In addition, checking student progress on assignments, administering and scoring tests under teacher direction.
- Perform clerical tasks for the departments, such as coordinating with multiple stakeholders in order to schedule Sped meetings in compliance with deadlines, creating a department meeting calendars, and communicating with parents, staff, and outside service providers.
- Consulting and collaborating with Special and Regular Education teachers as well as related service providers. Alert certified staff to any problem or special information about an individual student.
- Perform assigned non-instructional student-focused classroom duties, such as monitoring students during lunch hour or on field trips.
- Participate as needed in the IEP meetings and behavioral management planning for students.
- Participate in in-service training programs as approved.
- Demonstrate ethical behavior & confidentiality of information in the school environment and community.

Position remains open until filled. Applications will be reviewed beginning immediately.