



Special Education Paraeducator

Job Description

Reports To:	Building Principal
FLSA Status:	Non-Exempt
Salary Range:	\$34,307 - \$52,687
Location:	Onsite
Position Summary:	<p>Every Special Education Paraeducator has the opportunity to join a team of motivated, mission-driven teammates who are committed to taking responsibility for their students' learning. Special Education Paraeducators are charged with providing a rigorous, fast-paced, and highly structured learning environment for their scholars. We are looking for a highly qualified Special Education Paraeducator to join our school team. The primary responsibility of the individual in this role will be supporting a student individually with specific educational, social and emotional needs.</p> <p>Candidates that are selected for an interview will receive additional information regarding the specific roles and responsibilities.</p>

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

General Duties

- Provides academic support to students receiving special services under direction of the Special Services team
- Provides supplemental instruction individually or in small group settings
- Supervises students and assists them with behavioral management skills
- Maintains confidential student information
- Communicates with and assists parents, teachers, support staff, and school leadership in line with the school's core values

Other Duties

- Attend meetings, workshops or training sessions as directed by the teacher or principal
- Perform other duties as assigned

QUALIFICATIONS GUIDE:

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

- Minimum of two years college education or pass the ParaPro Exam
- Excellent verbal and written English communication skills
- Ability to work with diverse student populations

Other Qualifications:

- Bilingualism in Spanish and English preferred
- Knowledge of special education law or experience working with identified special needs
- State and federal background clearance (Trusted Employees) to work with students (123B.03).
- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

Knowledge:

- Knowledge of special education law or experience working with identified special needs
- Knowledge of applicable school policies and procedures

Acquired Skills:

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

Abilities:

- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability
- Able to communicate effectively and regularly with the teacher and/or principal regarding questions and concerns
- Organized
- Openness to differing views and objectives
- Ability to perform varied and responsible educational assistant duties
- Maintain confidentiality of sensitive and privileged information

- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

Physical Demands:

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

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Classroom environment
- Noise level is generally moderate
- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

Anti-Discrimination Policy and Commitment to Diversity:

Hiawatha Academies believes in providing equal employment opportunities for all employees and equal educational opportunities for all students. Hiawatha Academies will not violate any law prohibiting discrimination for or against any student, employee or applicant on the basis of race, color, religion, creed, age, sex, gender, gender expression, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, status with regard to public assistance, genetic information, or any other characteristic protected under local, state or federal statute, ordinance or regulation ("protected status").