



Job Title: Paraprofessional	Reports to: Building Supervisor
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Job Summary: Provide support, explanation and re-teaching of materials to students with special or individual needs. Work with certified staff to carry out IEP goals and plans, supervise students, flexible with willingness to work in a multi-tasking environment.

Job Duties:

1. Assist teachers in the instructional setting by gathering materials, develop and locate materials, make modifications for curriculum and assist with projects and setting goals.
2. Assist teachers with discipline and plans. Supervise students independently as needed and assist with emergency situations. Provide feedback and suggestions to teachers regarding goals and methods.
3. Supervise students during playground activities, hallways, lunchroom, locker room, gymnasium, classrooms, bus duty and other areas where needed. Supervise bathroom and lunchrooms as needed in emergencies,
4. Follow designated IEP plan in all areas. Work with students physically, educationally, and in individual programs and document daily performance.
5. Tutor students for tests and administer testing materials and records as well as provide homework support and work with instructor on academic goals.
6. Intervene in crisis situations and support students and staff in a non -violent manner that maintains dignity and safety, as well as the safety of property until the student is able to regain self -control.
7. Attend meetings when necessary, concerning IEP, goals and/or concerns. Watch over classroom if the teacher needs to leave for emergency reasons.
8. Cooperate with parents by assisting with communication, assist in goal setting and positive feedback on student progress as well as parent contact when appropriate.
9. Assist teachers in carrying out goals, on behavior management, work on student communication programs, community skills.
10. Other duties as assigned.

Educational Qualifications:

1. Candidates must have completed at least two (2) years of study at an institute of higher education or obtained an associate's degree (or higher) or have successfully passed the ParaPro test. (Documentation will be required.)
2. Must have strong communication, classroom management, and organizational skills.
3. Ability to interact positively with students and staff.
4. Experience dealing with children of all ability levels.

Key Relationships:

Internal relationships: Executive Director, staff, parents and students. Communicate with the SPED Coordinator and SPED Teachers on a daily basis.

Key Behavioral Competencies:

1. Accurately demonstrate knowledge of the content area and approved curriculum.
2. Comprehend the principles of student growth, development, and learning, and apply them appropriately.
3. Recognize student diversity and create an atmosphere conducive to the promotion of positive student involvement and self-concept.
4. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
5. Complete other tasks as deemed appropriate by the immediate supervisor and/or Executive Director.

I have read the above Job Description and acknowledge that I can perform all job duties as explained. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Employee Signature: _____ **Date:** _____

Human Resource Coordinator Signature (witness): _____ **Date:** _____

STRIDE Academy Mission

STRIDE Academy will provide educational experiences for all children promoting a strong foundation in all core academic areas. Using research based curriculum, students will excel academically through real-life educational experiences in a challenging, caring and student-centered environment. By meeting each student's unique educational, emotional and social needs, students will be empowered to become responsible life- long learners and leaders.

An Equal Opportunity Employer

It is the policy of STRIDE Academy to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.

Revised 4/7/2015