



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.

Application Process:

Complete application packet must include letter of interest, resume, three current letters of recommendation, transcripts, copy of licensure and/or paraprofessional certification, and district application (www.strideacademy.org). Incomplete application packets will not be considered.

Please submit completed application packet to:

STRIDE Academy
3241 Oakham Lane
St. Cloud, MN 56301
imerten@strideacademy.org
320-230-5340