

Cannon River STEM School

Job Description

Title: Full-Time Paraprofessional (1 FTE)

Date Updated: 7/16/18

Classification: School Year Instructional Staff

Reports To: Student Services Coordinator

Purpose

Paraprofessionals provides instructional support for students and assist classroom teachers their instructional responsibilities. All CRSS paraprofessionals provide academic, social and emotional support to students under the direction of the Student Services Coordinator, Special Education Teachers and Classroom Teachers.

Duties and Responsibilities

Paraprofessional job responsibilities can change depending on the needs of the students, and the particular assignment. Tasks may include any of the following:

- 1) Academic support for students, both general education students and those with special needs served under an IEP. Tasks could include:
 - reading to students
 - listening to students read
 - providing one-to-one instruction
 - directing small-group work
 - reading a story to small groups of special needs students
 - assisting a small groups of special children in reviewing their work
 - physically assisting students to do their work
 - moving students from one place to another during transitions
- 2) Social/Physical support for students, both in a general and special education setting. Tasks could include:
 - assisting students with personal needs
 - solely serving the needs of one student with a severe disability
 - assisting students in using adaptive equipment or devices
 - motivating children with emotional needs as a motivator and model for positive behaviors
 - serving as a positive role model to students with behavioral/emotional disabilities
 - facilitating appropriate peer interactions and social skills
 - intervening in positive ways to support & encourage relationships between students with & without special needs

3. Assisting any and all students in environments with students with special needs. Tasks could include:
- monitoring cafeterias and playgrounds
 - accompanying students (e.g., in hallways, at lunch, and recess, and in special subject areas

Supervisory Responsibilities

- None

Required Education, License, Experience and Skills

- Two years of college credit from an accredited educational institution or equivalent.
- Skill in working with children, especially those with special needs.
- Ability to establish and maintain effective working relationships with parents, students, teachers, staff, administrators, agency personnel and others.
- Demonstrate effective oral and written communication skills, and have basic math proficiency.
- Ability to follow written and verbal instructions.
- Ability to deal with the unexpected in a calm and professional manner.
- Ability to handle sensitive information confidentially.
- Must clear pre-employment background check and substance abuse screening.

Desirable Qualifications

- American Sign Language proficiency.
- Spanish language skills preferred.

Physical Requirements

- Must be able to operate a computer, copier, printer, fax machine and phone.
- Must be able to stand, walk, navigate rugged terrain, reach with arms and hands, balance, stoop, sit on the floor and kneel.

Benefits

- This is a full-time regular school year position that is eligible for the Cannon River STEM School's benefit program. The benefit program includes health, dental and life insurance, long term care insurance, PERA retirement program and PTO.

CRSS does not discriminate against any student based on "race," color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement of aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school. This initiative is funded in part with a grant from the Minnesota Department of Education using federal funding. CFDA 84.282A, Charter Schools Program.