



Job Title: Special Education – Paraprofessional

Base Salary

\$27,520 annually, plus benefits

Report To

Special Education Advisor

Hours: total 40/week

Monday - Friday; 8:30am - 4:30pm

Date Updated

June 11, 2018

Vision and Mission

Escuela Verde cultivates a community that is participatory, just, sustainable and peaceful. We live our vision through:

- Graduating high school students prepared to live happy, healthy, meaningful lives;
- Collaborating with the community to create a strong sense of place and skills to flourish without harm;
- Providing staff who model our vision and embrace education as liberation;
- Engaging urban youth by adhering to an ecopedagogical praxis;
- Developing biliteracy and honoring linguistic and cultural identities by engaging in translanguaging practices; and
- Offering immersion opportunities for those interested in transformative education.

Job Goal

- Assist in increasing student performance in the area of IEP Goal attainment.
- Assist students with IEPs in work completion with an emphasis on reading background research and increasing student ability to cope with stress in positive ways.
- Track students' progress.

Performance Responsibilities

General Duties

- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff.
- Assists the advisor collective in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Monitors work, helps edit student work, and supervises curriculum-based testing and makeup work as assigned by the advisor collective.

- Performs clerical, classroom maintenance, and instructional duties as assigned by the advisor collective.
- Alerts the certified staff to any problem or special information about an individual student.
- Performs assigned supervision of students during lunch periods, wellness time (physical education) and on field trips.
- When requested, serves as a resource person for intervention team and/or IEP Team(s).
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
- Participates in in-service training programs as approved.
- Maintains safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties.
- Assists as directed by certified staff in the effort to successfully maintain students with special needs in an integrated setting, as determined by the advisor team.
- Records daily work with students using Google app tracking system.

Qualifications

- Required: High school diploma; Associate Degree or 2+ years of higher education; Special Education Program Aide License (0070) or willingness to obtain
- Preferred: Bilingual (English and Spanish), Special Education experience, Restorative Justice experience

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the Escuela Verde vision and mission.