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| Job Title | Paraprofessional |
| Reports To | Teacher and/or Special Education Teacher, HR Coordinator, and Executive Director |
| Supervises | N/A |
| Status | Full-Time, Non-Exempt |

Objective:

To provide and support individualized learning programs to meet the unique needs of each student, while maintaining a high standard of academics and cultivating a sense of respect, responsibility and community.

Responsibilities:

Teaching Skills/ Instructional Methods

- Understanding of MN State Standards and MN Academic benchmarks and key concepts in developmentally appropriate learning areas and apply strategies and concepts as directed by teachers
- Support the school adopted curriculum and coherent lessons to maximize the student’s potential for learning essential skills and knowledge.

Knowledge and Application of

- Multiage classrooms;
- Continuous progress instruction in reading and math;
- Differentiated instruction;
- Social skills curriculum;
- Personal Learning plans;
- Special and Individualized Services;
- Support the implementation of Individual Education Plans, IIP’s and the Special Education services, following Due Process Requirements;
- Ability to apply knowledge to students and school environment; and
- Ability to work with current technology and trends in education.

School Environment

- Work on site during Hybrip and/or In-Person Learning model.
- Provide on-site support to child care programs.
- Assist Spero Academy in continuing development of curriculum, assessment, and adaptation of curriculum and instruction.
- Clearly demonstrate and model personal characteristics that Spero Academy expects of its students such as; Respect, Honesty, Responsibility, Empathy, Manners and Trust.
- Provide a psychologically and physically safe environment for students.

- Provide a warm, caring, nurturing and stable learning environment.
- Carry out job responsibilities in a manner consistent with the values and beliefs of Spero Academy.
- Follow all Spero Academy policies and procedures as outlined within the Spero Academy Handbook.
- Be a positive influence in the day-to-day activities of the team, acting with integrity, showing respect to coworkers and students.
- Participate actively in the scheduled team meetings.
- Actively support Spero Academy's mission and goals, both directly through job responsibilities, and indirectly through the work of Spero Academy administration and Board.

Interpersonal relationships

- Communicate effectively and clearly with students, staff, and, when appropriate, parents.
- Define clear expectations for students and other Spero Academy staff members.
- Maintain personal accountability for actions.
- Work with all staff members of Spero Academy including teachers, therapists, other professionals and paraprofessionals, board and administration as a team player in working with students and families.
- Demonstrate a positive attitude and contribute to the work environment in a creative and acceptable manner.
- Demonstrate skills in problem solving decision making.
- Treat each student and family individually.
- Communicate with teachers and support staff in a clear, receptive and responsive manner.

Professional Growth

- Proficient in field and maintains this proficiency through training, establishing personal and professional goals, research, and understanding of current education practice.

Other

- Comply with state, local, federal laws and understands including the laws related to confidentiality
- Knowledge of and relationship with community resources for parents
- Assume other responsibilities as deemed necessary
- Ability to work with diverse individuals
- Proven ability to work effectively with others
- Knowledge of and ability to develop resources to support Spero Academy's mission as a fully inclusive school setting
- Ability to achieve and maintain status of "not disqualified" upon completion of criminal background studies
- Ability to sit and work at a computer for extended periods of time
- Ability to lift up to 50 pounds on occasion

Education / Experience / Licensure and Personal Qualifications

- Ability to achieve and maintain status of "not disqualified" upon completion of criminal background studies
- Ability to physically and mentally complete the responsibilities

This position description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of their position. As the nature of business demands change, so too, may the essential functions of this position.

Send resume and district application to:

hr@spero.academy

Or mail to:

Spero Academy

2701 California Street NE, Minneapolis, MN 55418

EOE/AA

