Position: Education Paraprofessional

- **Reports to:** Principal

Responsibilities:

- Provide administrative support (copying, creating materials, filing, making phone calls to set up meetings, etc.)
- Lunch/recess for multiple grades
- Prepare instruction art work (i.e. posters, bulletin boards and displays)
- Under the supervision of the teacher, provide appropriate instruction and activities for individual and small groups of students in order to meet individual needs and to meet Addenbrooke Classical Academy goals and objectives
- Under the supervision of the teacher and principal, help plan and support student activities
- Supervise recess and lunch periods
- Help teachers maintain inventory records and classroom cleanliness, including educational records
- Follow all policies and procedures established by the Addenbrooke Classical Academy Board of Directors and Administration
- Maintain confidentiality regarding all student activity (e.g., behavior, health, educational records)

Skills/Ability:

The Paraprofessional must have strong communication, organization, and follow-through skills. He/she must be flexible and able to work independently. The Paraprofessional needs to be able to work effectively with teachers, parents, and students.

Physical Demands:

The employee is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

While performing the duties of this job, the employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Mental Functions:

While performing the duties of this job, the employee is regularly required to analyze, communicate, and use interpersonal skills. Frequently required to compare, copy, coordinate, compute, and compile. Occasionally required to synthesize, evaluate, and negotiate.

Judgment and Decision Making:

Work will be assigned by the Principal. This position requires ability to make decisions and follow instructions of the classroom teacher and school guidelines. Errors in decision-making could lead to improper instructions for students, or improper behavior management of students. Decision-making requires collaboration with supervisors. Work is guided by school policy and procedures.

Diversity of Duties:

This position requires communication skills, ability to work with groups to students and ability to work independently.

Job Type: Full-time

Pay: From $28,000.00 per year

Benefits:

- Dental insurance
- Health insurance

Work Location: In person