



Special Education Paraprofessional (Para)

Mountain Song Community School (MSCS) is a community of families and educators dedicated to the conscious evolution of the whole child utilizing developmentally appropriate holistic education that nurtures body, mind and heart. Our aim is to bring forth healthy, confident, free-thinking, self-directed children who are passionately engaged with their education and empowered to contribute positively to the world.

Job Description Summary: Under the supervision of the director and the direction of SPED Teacher, performs the necessary duties to assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.

Reports to: Executive Director

Job Status: Regular Part-time **(20 hours per week)**

Responsibilities:

- 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 certified staff 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, corrects papers, and supervises curriculum-based testing and makeup work as assigned by the certified staff.
- Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular certified staff.
- Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff.

- Alerts the certified staff to any problem or special information about an individual student.
- Performs assigned supervision of students during lunch periods, play periods, and on field trips.
- Performs assigned non-instructional classroom duties, such as snack time, toileting, and clothing routines.
- When requested, serves as a resource person to the General Education Intervention Team and/or IEP / Title 1 / ESL Team(s).
- Work with the team of teachers to implement and monitor Behavior Intervention Plans.
- Understand and commit to following confidentiality policies with school staff and parents.
- Display the ability to work with various grade level and teacher expectations across the building.

Qualifications:

1. High School Diploma with some college helpful.
2. Interest in children and education.
3. Desire to assist students with special needs in a learning environment.

Physical Demands and Work Environment:

The physical abilities described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, is frequently required to stand, walk, sit, use hands and fingers, and is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 50 pounds. Close vision is required for detail work. Required work will take place outside and in a classroom and will frequently be noisy. Working with youth may require exposure to bacterial contamination.