

Paraprofessional / k- 12

SALARY RANGE: BASED ON EXPERIENCE

Full-Time - Hourly

School Description:

Eugenio María de Hostos Charter School is in its 23rd year as a K-12 school, serving over 900 students. EMHCS offers a dual language program in grades K-2 and a Spanish Language Arts program for grades 3-12. Our school is fortunate to have staff, students, and parents working together to create partnerships for learning.

Summary of Position:

The Paraprofessional plays a critical role in improving student achievement. The Paraprofessional will work with the class teacher to build the student's capacity, knowledge, and understanding.

Under the direction of the teacher, the paraprofessional will support to Implement curriculum. They will also participate in professional development. They will understand their student assessment data and use it in instruction. They are responsible for ensuring high-quality instruction in classrooms. As a bilingual school in an urban setting, the Paraprofessional will demonstrate and model a passion for diversity, education, and leadership.

Responsibilities include:

- Provide support, individually and in groups, in language, and writing
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students
- Adapt to methods laid out by the teacher to meet students' varying needs and interests
- Provide developmentally appropriate learning experiences that allow all children to build upon their prior knowledge and current skill levels
- Prepare and maintain accurate and complete records as required by law and school policy
- Work constructively with colleagues and others to improve the quality of students' behaviors and academic success
- Participate in school activities and events
- Communicate to parents the level of student achievement and progress toward the established classroom, school, and state standards
- Work with administration to plan and schedule lessons promoting learning
- Attend meetings and serve on staff committees as appropriate
- Follow State Education Department Regulations
- Identify the learning abilities of students, seeking the assistance of a classroom teacher
- Evaluate the accomplishments of students regularly
- Provide progress reports

All employees of the Eugenio María de Hostos are expected to demonstrate the following:

- A commitment to the vision and mission of the school
- Acceptance, appreciation, and respect for cultural diversity
- A commitment to continuous professional growth
- A commitment to work cooperatively and effectively with other staff members
- A sense of flexibility in working with an expanding school
- A commitment and passion for improving the education of children
- The ability to reflect on one's performance

Requirements:

- Must have experience working with school-age children in a structured setting
- Must obtain a clear background check through fingerprinting
- Must be able to follow oral and written instructions
- Must be a team player
- Must be available for meetings and training outside working hours
- Must have the ability to reflect on one's performance
- Must be committed to working the full school year and summer as needed
- Must be able to interact positively with others
- Must be sensitive to each family's values, beliefs, traditions, and cultural influences

Education:

- Associates Degree (Bachelor's Degree Preferred)
- Teaching Assistant Certificate a Plus
- Bilingual a Plus

Physical Demands:

This position requires occasional standing, squatting, frequent sitting, and lifting to approximately 10 lbs.