

**Paraprofessional Job Description**

Kreiva Academy Public Charter School is seeking Paraprofessionals for the 2020-2021 school year. The job predominantly consists of helping students in grades 6 through 12 with learning disabilities attend to and complete their academic work and manage their social/emotional needs while in Kreiva's experience-based, interdisciplinary class settings.

**Responsibilities:**

- Assist students with disabilities.
- Assist in self-care of students.
- Assist in completing instructional and clerical duties and assignments involving students with mental, emotional, or multiple challenges.
- Perform instructional assignments with minimum supervision in comprehension and reinforcement skills, emotional, physical, developmental, language, reading, math, and related skills.
- Assist in preparing and developing basic teaching materials, instructional aids, and other support materials.
- Maintain accurate daily notes and logs and report to Special Education Teacher.

**Requirements:**

Completion of two years of study at an institution of higher education or an Associate's Degree.

**Qualifications:**

- Experience with children and adolescents in an educational setting.
- Must have ability to instruct students in mathematics, reading, science, social studies, art, and/or related subjects.
- Must be able to physically manage students, kneel, sit on floor, lift up to 40 pounds, and provide personal care.
- Must possess knowledge of educational and instructional techniques.

**Hours:**

8:00am to 3:30pm Monday through Friday subject to approved school calendar.