

POSITION: One on One Paraprofessional

RESPONSIBLE TO: Executive Director

WORK SCHEDULE: 200 days

DESCRIPTION SUMMARY:

The job of the One on One Paraprofessional is to provide support to the instructional program with specific responsibility for assisting in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior; and providing information to appropriate school personnel.

The Wyatt Academy One on One Paraprofessional advance the mission and vision of the school through 1) high quality literacy support for identified students 2) a data-driven and reflective approach to improving literacy instruction, 3) a collaborative and collegial attitude and related behaviors aligned to the mission of the school 4) and by maintaining a tenacious and no excuses attitude towards improvement of scholars, school and self. All Wyatt Academy Paraprofessionals must demonstrate a strong commitment to working effectively with English Language Learners and exhibit a resilient desire to improve their English language instruction.

This position requires a self-motivated, team-oriented individual with a strong attention to detail, excellent organizational skills, and solid communication skills. Most importantly, this individual must possess and demonstrate a *WHATEVER IT TAKES* attitude to organizational excellence. This individual must truly enjoy working with scholars, families and the Wyatt community.

QUALIFICATIONS:

1. Bachelor's degree from an accredited four-year institution, preferred.
2. Pass the PLACE or PRAXIS II Test or have 24 semester credits in minor areas of assignment.
3. Colorado Alternative, Provisional or Professional Teaching License with endorsements for the levels and subject areas in the major (51% or more) areas of assignment preferred.
4. A positive track record of working with scholars in primary grades
5. Knowledge in content, and effective teaching strategies
6. Strong desire to work in a fast paced, intellectually and emotionally challenging school environment
7. Excellent communication skills
8. Unrelenting desire to improve your practice
9. Team player with maturity and humility
10. Unwavering focus on achievement

Approved	Reviewed	Revised / Effective January 1, 2021
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11. Must successfully pass reference checks, background checks and/or licensure verification.
12. Dedication and belief in Wyatt Academy's mission, educational model & REACH values
13. Bachelor's degree from an accredited four-year institution.
14. Demonstrated ability to exercise a high level of tact and discretion in both internal and external interactions. Ability to motivate a team and work as a team member. Ability to create and maintain good working relationships with a variety of internal and external constituents.
15. Proficiency in Microsoft Office, Word, Excel and intermediate computer functions.

JOB DUTIES:

1. Teaches small groups of scholars in basic reading skills including phonics, fluency, comprehension, vocabulary and critical thinking.
2. Collaborates with the homeroom teacher to review scholar assessment data to inform next steps in literacy instruction.
3. Will work to meet the needs of students with IEP's on an individual basis, under the supervision of SpEd Teacher.
4. Models, promotes, and as situations arise, takes the opportunity to provide instruction related to the school's code of conduct – REACH.
5. Participates fully in all professional development related to job duties.
6. Assesses the learning, achievement, and performance of each scholar as requested by the homeroom teachers and administrative staff.
7. Communicates with parents and school counselors on scholar progress.
8. Maintains an orderly, positive learning environment.
9. Establishes and maintains standards of scholar behavior required to provide an orderly and productive environment.
10. Participates in school-wide supervision of scholars during out-of-classroom activities.
11. Reports suspected child abuse or neglect as required by law.
12. Dresses in a professional manner as specified in Policy.
13. Uses the Internet and E-mail system as specified in Policy.
14. Enforces the Scholar Dress Code.
15. Participates in faculty committees and the sponsorship of scholar activities.
16. Maintains professional competence through in-service education activities provided by the school, DPS and/or in self-selected professional growth activities.
17. Works toward mutually acceptable resolution of interpersonal conflicts as they arise.
18. Attends and participates positively in meetings.
19. Regularly reads, learns and appropriately applies new information into practice.
20. Develops cooperation and collaborative work efforts that generally benefit all involved parties.

21. Demonstrates the initiative to meet the needs of the organization by assisting coworkers when work load permits.
22. In collaboration with supervisor, sets development goals.
23. Attends organization-provided in-service programs, as appropriate or as requested by Leadership.
24. Maintains appropriate and professional work relationships with scholars, family members, business associates, coworkers and others.
25. Develops work relationships that respect others' strengths and abilities.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbent may be requested to perform job-related tasks other than those stated in this description. In addition, the incumbent may be requested to occasionally perform other tasks.

STATEMENT OF UNDERSTANDING

I have read and understand this position description and agree to fulfill the duties and responsibilities contained herein. I also understand that this job description may be modified at any time in the interest of enhanced and/or more efficient operations of Wyatt Academy.

Employee Name Printed

Employee Signature

Date