



## Crossroads Charter Schools

**Job Description:** Teacher Paraprofessional

**Direct Supervisor:** Principal, or designee

### **School Summary:**

**At Crossroads Charter Schools, we...**

- Understand the significant difference between equity and equality. Every student deserves to receive what he/she needs to succeed (equity), not that every student receives the same amount of resources, instruction, attention, etc. (equality).
- Develop school environments where all students are actively and meaningfully engaged in rigorous instruction and authentic learning tasks.
- Interrupt the “school to prison pipeline” – policies and practices that are directly and indirectly pushing the most at risk students out of school and on a pathway to the juvenile and criminal justice systems.
- Engage families as partners in meaningful ways.
- Build the capacity of diverse teams that are more reflective of our students.
- Nurture an open, collaborative, and trusting environment because the work is enormous, deeply personal, emotional and often difficult.
- Engage in on-going job embedded professional development through co-teaching and co-planning

### **Position Summary:**

The primary responsibilities are to assist, support, and work closely with teachers, administrators, and other team members in providing educational benefits for students. The paraprofessional collaborates with staff to co-plan, co-deliver, and individualize instruction for all students in a class; work together creatively to accommodate special needs, diversity and educational backgrounds of the students; and overcome instructional challenges constructively. The paraprofessional is a hardworking, goal-oriented and enthusiastic individual with understanding of the Missouri Learning Standards and Common Core State Standards.

### **Position Responsibilities:**

- Works with individual, small groups, or whole classes of students to reinforce learning of materials or skills
- 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 testing and makeup work as assigned by the certified staff
- Manages classroom technology and student platform data PACE nap, admin assistant lunch support
- Assists in planning details of field trips.
- Coordinates volunteers for daily support and field trips.
- Supervises students during lunch, recess and other duties as assigned.
- Supports during conferences, parent meetings, and assists with parent communication

- Serves as a substitute teacher when requested and 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, recess periods, specials classes and on field trips.
- Participate in meetings, training and professional development
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating, etc.
- Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
- Perform other duties and responsibilities as assigned by their supervisor.

**Skills and Qualifications:**

- Holds a valid Missouri substitute certificate
- Experience teaching grades K-3 preferred
- Aptitude for the work to be performed
- Understanding of child development
- Ability to build a trusting, supportive relationship with children, parents and colleagues
- Desire to assist students with special needs in a learning environment
- Emotional maturity and stability necessary for the specialized work involved
- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers and partners, informed of critical issues, activities and schedules.
- An ability and enthusiasm for promoting the school and its mission to a broad and diverse group of people.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass extensive background check and drug screening.

**Key Working Relationships in Addition to Supervisor:**

Teachers, Students, Parents, Volunteers, Office Staff, Support Staff, Assistant Principal, Chief Academic Officer, Executive Director