



## **Job Title: Paraprofessional – Special Education, English Language Learners, Reading and/or Math**

Date Created: 8/28/16

Report to: Advisor Collective  
Base Salary: \$23,000

### **Vision and Mission**

Escuela Verde cultivates a community that is participatory, just, sustainable and peaceful. We live our vision through:

- Graduating high school students prepared to live happy, healthy, meaningful lives;
- Collaborating with the community to create a strong sense of place and skills to flourish without harm;
- Providing staff who model our vision and embrace education as liberation;
- Engaging urban youth by adhering to an ecopedagogical praxis;
- Developing biliteracy and honoring linguistic and cultural identities by engaging in translanguaging practices; and
- Offering immersion opportunities for those interested in transformative education.

### **Qualifications**

1. Associate degree or higher (or minimum 48 semester hours from an accredited higher education institution)
2. Bilingual (English/Spanish) preferred
3. Drivers license preferred
4. 2 or more years experience working with urban youth in an educational setting
5. Desire to assist students with special needs in a learning environment
6. Emotional maturity and stability necessary for the specialized work involved
7. Such alternatives to the above qualifications as the Escuela Verde advisor collective find appropriate and acceptable

### **Reports to/Evaluated by**

Escuela Verde advisor collective of administrators, particularly EV's bilingual team and special education team

## **Job goal**

To assist, support, and work closely with advisor collective, and other team members in providing educational benefit for students.

## **Performance Responsibilities**

1. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff.
2. Assists the advisor collective in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Monitors work, helps edit student work, and supervises curriculum-based testing and makeup work as assigned by the advisor collective.
4. Serves as a chief source of information and help to any guest teacher, lecturer or community leader.
5. Performs clerical, classroom maintenance, and instructional duties as assigned by the advisor collective.
6. Alerts the certified staff to any problem or special information about an individual student.
7. Performs assigned supervision of students during lunch periods, wellness time (physical education) and on field trips.
8. Performs assigned non-instructional classroom duties, such as lunch and after school duties.
9. When requested, serves as a resource person for intervention team and/or IEP and/or ESL Team(s).
10. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
11. Participates in in-service training programs as approved.
12. Maintains safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties.
13. Performs other such duties / assignments as directed by the certified staff.
14. Assists as directed by certified staff in the effort to successfully maintain students with special needs in an integrated setting, as determined by the advisor team.

## **Terms of Employment**

- Approximately 11-month working period
- 60-day probation
- Position constitutes an employee at will of the school district and salary (\$23,000) to be established annually by the district.
- Fulfills the requirements of the ESEA Requirements for Paraprofessionals (DPI Wisconsin).

## **Evaluation**

Performance of this job will be evaluated annually in accordance with provisions of the Escuela Verde vision and mission.