Special Education Paraprofessional

Job Summary
The responsibilities of a special education paraprofessional foster and nurture a positive learning environment for all students. A special education paraprofessional has the ability to work with a variety of disabilities that affect student communication needs, behavioral performance, self-care skills, and academic supports. Under the supervision of a special education teacher, the paraprofessional is responsible to carry out appropriate student interventions, accommodations, and modifications.

Duties of the job include, but are not limited to:

• Assists students with disabilities with educational programs and special assignments; performs duties within scope of authority and training, and in compliance with Notre Ecole’s policies, and the Standards of Effective Instructional Support for Educational Assistants; duties will vary according to job assignment.

• Assists teachers and staff to facilitate educational functions and other services to maintain a safe and productive learning environment; works with students to reinforce classroom learning and improve personal skills; assists teachers with managing classroom, materials and student behavior.

• Assists students in learning processes; reinforces positive behavior, provides individual instruction, encourages socialization and good communications.

• Monitors and supervises student activities; promotes respect, supports diversity, explains social norms and disciplinary consequences, de-escalates personal confrontations, and enforces Notre Ecole policies and rules of conduct.

• Assists students to achieve learning objectives with individual assistance and small group sessions.

• Knowledge of the district discipline policy.

• Knowledge and ability to apply basic computer, math and language skills.

• Monitors assigned students.

• Reports learning problems, behavioral issues, and other concerns to supervisor.

• Communicates with staff to convey pertinent information while maintaining
Demonstrates courteous and cooperative behavior when interacting with students, visitors, and staff; acts in a manner that promotes a harmonious and effective workplace environment.

Maintains absolute confidentiality of work-related issues, records and Notre Ecole information.

Other duties or tasks may be assigned on an as-needed basis.

Minimum Qualifications:

- High School diploma or equivalent.
- Prior experience working with children, specifically with disabilities, preferred.
- French fluent (preferable)

Job Type: full time; $16/hr.

Benefits: Health Insurance

To Apply

Please send an email to michele.chalmeau@notreecole.org that includes your resume and cover letter. In the email subject line, please include your name and the position you are applying for (For example: Sarah Brown – Paraprofessional).