

## **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

confidentiality of personal information.

- 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](mailto: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).