



NORTH STAR CHARTER SCHOOL

A NORTH STAR CHARTER SCHOOL JOB OPENING

POSITION: 1:1 Elementary Special Education Paraprofessional

LOCATION: Eagle, Idaho

JOB TYPE: 2024-2025 School Year, Full-time

JOB DESCRIPTION: The role of the paraprofessional in general is to provide additional support in the resource room or in the classroom to support goals on the child's IEP. Assist in providing a well-organized, smooth functioning environment in which all children can take full advantage of the instructional programs and available resource materials.

Duties and Responsibilities:

- Assist teacher in the regular education program.
- Assist students with classroom and homework assignments, tutoring or other supplemental instruction.
- Assist students individually and/or in small group situations.
- Assist teacher in clerical duties included but not limited to copying, inputting records and data in computer, grading, faxing, text and document preparation and related duties.
- Assist with student supervision on school grounds, lunch and other monitoring and safety duties, as assigned.
- Participate in appropriate training, workshops and in service programs.
- Perform all work duties and activities in accordance with North Star policies, procedures and safety practices.
- Provide behavior interventions to student(s) with disabilities in conjunction with special education and general education teachers.
- Provide behavior interventions in appropriate school-related behaviors.
- Provide prompts to assist student in preventing and managing behavior.
- Assist in implementation of student's individualized education program (IEP).
- Work with students in separate classroom and/or facilitate inclusion into general education classroom.
- Assist in variety of educational supports.
- Serve as an escort for students to various locations on school campus supporting gradual shift towards independence and self-advocacy.
- Assist students during classroom activities, lunch, physical education periods, and various other activities, as directed.



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- Provide individual or small group instruction to student(s) according to established individual education plans as directed by Special Education teacher.
- Assist the teacher in monitoring the students' progress by collecting data, charting, keeping anecdotal records, etc., as directed by the special education teacher.
- Support communication system with teachers, administrators and other support staff, as directed by the special education teacher.
- Participate in training as designated by Special Education supervisor and/or administration.
- Assume other duties, as assigned.

Qualifications:

- High school diploma or equivalent (minimum requirement).
- Experience working with elementary-age children is preferred.
- Ability to establish positive relationships with students and staff members.
- Strong communication and interpersonal skills.
- Patience, flexibility, and the ability to adapt to varying student needs.
- Ability to maintain confidentiality and professionalism.
- Basic computer skills.
- CPR and First Aid certification is desirable.

To apply, please submit a cover letter, resume, certified application and three professional references. We are an equal opportunity employer and welcome applications from all qualified candidates.

CONTACT: Shay Davis, Principal, sdavis@northstarcharter.org and Joanna O'Donnell, Human Resources jodonnell@northstarcharter.org

Classified Application available at: <https://www.northstarcharter.org/employment-opportunities/>