



EMPLOYMENT OPPORTUNITY

Job Summary

Paraprofessional – Special Education / Bilingual Department: Special Education Relationships: Building Administrator and Coordinator of Special Education

Summary: To work with classroom teachers to effectively plan, coordinate and carry out instructional activities. Work with teacher to instruct children in activities designed to promote social, physical, and intellectual growth needed for persistence towards graduation by performing the following duties.

Essential duties and responsibilities: *Other duties may be assigned.*

Main responsibilities:

- Work with teachers in team teaching, team planning, and daily routines.
- Provide group instruction to assigned children.
- Understand, support and be able to assist in implementing and communicating the curriculum with the children and their parents.
- Assist in preparing and setting up daily materials.
- Work cooperatively with parents and other classroom/ school volunteers and staff.
- Participate on program planning committees and parent involvement activities.
- Attend Professional Development sessions when required.
- Implement individual and group activities to stimulate growth as outlined in the IEP.
- Instruct children in practice of daily living skills as appropriate.
- Remain with student for support during all times outside of the Special Education classroom as assigned.
- Provide short-term classroom coverage when teacher must leave the room but remains within the building.
- Lift and transfer students as needed.
- Implement the use of technology to enhance student achievement.

Knowledge, Skills and Abilities:

- Knowledge of principles and methods for curriculum design, teaching and instruction
- Knowledge of the structure and content of the Spanish language
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; different learning styles.

Supervisory responsibilities: As assigned

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- 60 College hours (Bachelor's degree from an accredited educational institution, preferred)
- Certified by the state of Missouri (<http://dese.mo.gov/eq/cert/>)
- Pass Criminal Background Check
- Committed to working with under-served students
- Experience in urban school setting (preferred)
- Skills in working with children and their parents.

Compensation: Salary is based on years of experience and level of education. A competitive benefits package is also offered.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process: If you are interested in applying complete an application on moreap.org and send your resume and letter of interest to [opportunities @ guadalupecenters.org](mailto:opportunities@guadalupecenters.org). The application process requires an in-person interview. If you would like to learn more about the schools before applying please visit us at guadalupecenters.org

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