

## **Job Description: Elementary School ELL Paraprofessional**

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Guadalupe Centers Schools are a free, open enrollment, public charter school currently serving students in Pre-K and in grades K-12. Guadalupe Centers Schools are part of the Guadalupe Education System (GES) under Guadalupe Centers, Inc. It is sponsored by the University of Central Missouri. The vision of GES is to empower students to succeed in college and their chosen professions by providing a rigorous and enriching learning experience that develops highly educated, socially conscious, culturally competent, contributing members of society.

### **PRIMARY RESPONSIBILITIES:**

- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff.
- Model appropriate behaviors for students.
- Develop and maintain a professional rapport with classroom teacher and other staff.
- Assist students at arrival and dismissal of school.
- Assist in the supervision of students during lunch and recess periods.
- Assist with grading and reviewing homework as instructed by the classroom teacher.
- Assist teachers in monitoring, collecting data and maintaining records regarding student performance and progress.
- Ability to perform routine classroom management and maintenance duties.
- Performs assigned supervision of students during lunch periods and recess periods.
- Ability to organize and retrieve materials and organize schedules according to guidelines.
- Knowledge of computers with the ability to assist students with educational technology to include software.
- Other duties as assigned by supervisory personnel.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required:**

- Bachelor's degree from a college or 60 College hours (Bachelor's degree from an accredited educational institution, preferred).

- Certified by the state of Missouri.
- Committed to working with under-served students.
- Spanish language is helpful.
- Highly Qualified Status: this status requires a bachelor's degree, the appropriate certification for the course/grade level they are teaching, and documentation of content expertise in the area they are teaching, and experience in urban school setting.

Application Process:

If you are interested in applying complete an application on [moreap.net](http://moreap.net) and send your resume and letter of interest with your educator ID to [opportunities@guadalupecenters.org](mailto:opportunities@guadalupecenters.org). If you would like to learn more about the schools before applying please visit us at [www.guadalupecenters.org](http://www.guadalupecenters.org)

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