



SPECIAL EDUCATION (SPED) PARAEDUCATOR

LOCATION: Merit Preparatory Academy

DEPARTMENT: Special Education

REPORTS TO: Special Education Director

TERM: 10 months, Aug – May (calendar determined annually by the Merit and School Board)

SCHEDULE: Start immediately, Mondays 8:15am-3:15pm, Wednesdays 8:15am-3:15pm and Every other Friday 8:15am-2pm

COMPENSATION: Starting at \$14/hour depending on education and experience

POSITION SUMMARY: A special education paraprofessional, under general supervision, provides assistance to a classroom teacher/special education teacher, performing a variety of tasks relating to the physical and instructional needs of students in a classroom setting; assists in the implementation of instructional programs, including self-help and behavior management as well as instruction. The special education paraprofessional performs related duties as required or assigned.

QUALIFICATION – EXPERIENCE – KNOWLEDGE: High school diploma required, 1-2 years experience with students or adults with disabilities preferred, some post high school preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Carries to completion in a timely manner, instructional and supportive activities as assigned by the supervising teacher. Work with special education students may include lifting, feeding, and other services

SKILLS REQUIRED: The requirements listed below are representative of the skills, abilities and demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- Have knowledge and proficiency in assigned instructional areas
- Demonstrate professionalism and ethical practices
- Have knowledge of and adhere to the distinct roles and responsibilities of paraeducators in collaboration with teachers, administrators, families, students and other team members.
- Support a positive learning environment
- Support student behavior management plans and have knowledge of student characteristics and factors that influence behavior
- Be proactive in finding information and support for given situations
- Communicate effectively and participate in the team through effective problem solving skills.
- Use effective communication skills (written, verbal and nonverbal) with students, teachers, administrators and other team members.

Please send a resume and letter of interest describing your qualifications to Jessica Sitton at:
jessica.sitton@meritacademy.org