



# LAUREATE ACADEMY

## CHARTER SCHOOL

### *Special Education Paraprofessional Job Description*

#### About Laureate Academy

Preparing each student with the academic skills and strength of character necessary for school and life success, Laureate Academy educates students in Jefferson Parish for rigorous high schools, competitive colleges, and professional careers.

Laureate Academy Charter School is an academically challenging, disciplined, and joyful elementary school in Jefferson Parish, LA. We were approved by the Jefferson Parish School Board in May 2015 as a Type 1 charter. Laureate Academy's model is based on the highest performing charter schools in the country, such as North Star Academy and Brooke Charter Schools.

We currently educate kindergarten through fourth grade students and will continue to add one grade every year until we serve kindergarten through 8<sup>th</sup> grade.

#### Be a Special Education Paraprofessional at Laureate Academy

The Special Education Paraprofessional ensures the successful mastery of Laureate Academy's rigorous academic program for all students, focusing specifically on students with academic learning gaps or deficiencies and students with disabilities through the provision of strategic and intensive supports. The paraprofessional possesses the unwavering belief that all students at Laureate Academy, regardless of deficits or disabilities, can achieve greatness and provides effective academic, emotional, and physical services to students to support their mastery of Laureate Academy's academic and character program.

#### Qualifications

Laureate Academy has launched an urgent search for a dedicated, intelligent, hard-working special education paraprofessional. We will consider candidates who:

- Embody Laureate Academy's mission, vision, and SCHOLAR values
- Believe that there is not a more urgent task than providing an outstanding academic and character education to students from urban backgrounds
- Alongside teachers, take ownership for the achievement results of their students
- Assist with teachers in producing dramatic, demonstrable student achievement gains
- Work well within a team of high-performers
- Are goal-driven, analytical problem solvers, and embody a can-do spirit and strong work ethic
- Promote continuous improvement by being open to feedback; are self-reflective and humble
- Willingness and flexibility to adapt to schedule changes to best support scholars
- Communicate effectively with students, families, and colleagues.
- **Must possess one or more of the following:**
  - **48 hours of Earned College Credit from an Accredited College**
  - **Passing Scores on the Para Pro Praxis Test**
  - **Associates Degree or Higher**
- Experience working with students with disabilities preferred, but not required

## **Responsibilities**

- Embody Laureate Academy's mission, vision, and SCHOLAR values
- Demonstrate unwavering commitment to the success of underperforming, disabled students
- Work in the inclusive and special education setting alongside individual(s) with disabilities
- Work collaboratively with the special education team
- Support with implementing ambitious, rigorous, and standards-aligned curricula, lesson and unit plans, and activities to meet and exceed academic standards
- Assist in implementing rigorous assessments aligned to academic targets
- Support with providing engaging, differentiated, appropriately paced, and rigorous instruction to individual(s) with disabilities
- Uphold school-wide and class systems, rules and consequences, disciplinary codes, and rewards at all times
- Assist with implementing a data tracking system
- Excellent verbal and written skills
- Communicate effectively with students, families, and colleagues.
- Collaborate with other staff members and actively participate in training, professional development and learning activities
- Work to continuously improve effectiveness in all instructional practices.
- Use feedback to make productive changes in performance
- Complete all administrative requirements by given deadlines
- Be accountable for students' mastery of academic standards
- Participate in additional school activities including field trips, intensive academic support sessions, and other required programs as needed throughout year.
- Participate in school-related community events, such as recruitment fairs, canvassing events, and fundraiser events as needed throughout the year
- Be available for minimum work hours within 7:00-5:00PM Monday-Friday, with flexibility outside of those hours as needed, particularly at the beginning of the school year
- Provide support and assistance to teachers as necessary

## **Compensation**

We offer a competitive compensation package, including a salary aligned with the district scale and comprehensive health benefits.

*Laureate Academy Charter School does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.*

**Start Date:** An exceptional candidate will assume a full time role upon hiring. The positions will remain open until filled.

## **Application Process:**

Please submit a resume and a letter of interest stating why you would be a good fit for our school to Head of School, Claire Heckerman at [hire@laureatecharter.org](mailto:hire@laureatecharter.org)