



**LAURA JEFFREY ACADEMY** is the first girl-focused urban middle school in MN. Our purpose is to provide a unique and stimulating education environment where girls are free – to learn, to explore their potential, to discover their brilliance and develop their intellect.

**POSITION: EDUCATIONAL ASSISTANT - SPECIAL EDUCATION (approx 37.5 hours per week during the school year)**

The Education Assistant will assist in the instruction of students with disabilities in mainstream or resource room settings.

**PROFESSIONAL RESPONSIBILITIES**

**Share your expertise, enthusiasm and passion for learning**

Although the job duties vary due to the age or level of disability, job duties may include:

- Implementing student lessons to meet learning objectives under the direction of the special education teacher
- Work directly with individual students and groups in daily classes, activities and assignments, monitoring and redirecting behaviors using appropriate communication mode with the student.
- Implementing behavior strategies as outlined by the special education teacher (can include: redirecting, calming or supporting replacement behaviors/strategies)
- Monitoring and recording student progress in instructional areas (can include: academics, daily living/social skills, dressing, grooming, etc.)
- Managing physical needs as needed (can include: toileting, feeding, dressing, lifting, positioning, transporting students in wheelchairs, etc.)
- Carrying out the requirements of individual learning plans
- Participate in IEP meetings, Student Support Teams, and Problem Solving Team meetings.

**Other duties**

- Perform supervision of meal service, recess and bus duties as assigned.
- Engage in constant reflective practices, individually and with peers, to improve the quality of your professional practice.

**QUALIFICATIONS:**

Minimum of two years of post-secondary coursework

Passion for working with 5<sup>th</sup> – 8<sup>th</sup> grade girls

Understand Laura Jeffrey Academy's educational theories

Ability to communicate effectively both verbally and in writing

Committed to creating a culture of inquiry; committed to ongoing professional and personal development

Inherent belief in the ability of all students to learn and achieve success

**PREFERRED:**

Four year college degree

Experience working with special needs children in a school setting

Experience working with autism spectrum disorders

Experience working collaboratively with a team of teachers/staff

Experience working with Middle school students in an urban setting

**SALARY:** Depending on experience and qualifications, \$10.50-\$16.00 per hour.

**TO APPLY:**

Send cover letter and resume by July 23, 2010 to: [hr@laurajeffreyacademy.org](mailto:hr@laurajeffreyacademy.org) , fax to 651-414-6006 or mail to LJA, 1550 Summit Ave, St. Paul, MN 55105

Position open until filled.

**Affirmative Action Policy:**

Laura Jeffrey Academy will not deny anyone the opportunity for employment because of sex, race, religion, color, creed, national origin, marital status, age, sexual preference, disability or status with regard to public assistance.

Laura Jeffrey Academy is an Equal Opportunity/Affirmative Action School District