

LAURA JEFFREY ACADEMY is a STEM-focused urban middle school in MN with a comprehensive liberal arts, girl-focused curriculum. Our purpose is to provide a unique and stimulating education environment where students are free – to explore their potential, discover their brilliance and develop their intellect. We are looking for educators committed to equity in learning for all students. If you are an educator who thinks outside of the box and loves to collaborate with others, we would love to hear from you. We are committed to serving a diverse population of students and families.

JOB TITLE: Educational Assistant, Special Education (1.0 FTE)

PROFESSIONAL RESPONSIBILITIES

Although job duties vary due to student age and/or level of disability, job duties may include:

- Implement student behavior contracts under direction of the special education teacher
- Provide support to individual and/or groups of students in daily classes/activities.
- Monitor learning and redirecting behaviors using appropriate communication. (Can include redirecting, calming or supporting replacement strategies)
- Implement instructional strategies as outlined by the special education teacher in cooperation with the general classroom teacher.
- Carry out requirements of Individual Education Plans.
- Participate in staff meetings or meetings regarding student progress as assigned.

Other duties:

- Perform supervision of meal service, recess and bus duties as assigned.
- Engage in reflective practices to improve the quality of your professional service.
- Serve on an educator-led school committee.
- Opportunities for additional work with students during out-of-school time learning sessions as defined by the Leadership Team

QUALIFICATIONS:

- Required: Minimum of two years of post-secondary coursework, Associates Degree, or a passing score of 450 on the ParaPro test (will need documentation)
- Passion for working with 5th-8th grade students with challenging behaviors or unique learning needs
- Ability to communicate both verbally and in writing in English
- Ability to perform basic functions using technology including Google Suite and data entry
- Committed to ongoing professional and personal development
- Interest in continuing to learn and grow the skills of cultural competence in working with students and families of color

Preferred:

- Experience working with special needs scholars in an education setting
- Experience with adolescents with challenging behaviors
- Experience working collaboratively with a team of teachers and other staff

SALARY: \$20.00-\$25.00 per hour based on qualifications

TO APPLY: Send cover letter and resume to annar@laurajeffreyacademy.org

Position is open until filled.