



**LAURA JEFFREY ACADEMY** is the first 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 social justice and equity in learning for all students. If you are an educator who thinks out of the box, loves to collaborate with others, we would love to hear from you. Women and men of color are encouraged to apply. We are committed to serving a diverse population of students and families.

**POSITION: EDUCATIONAL ASSISTANT, SPECIAL EDUCATION**

**Approximately 40 hours per week. Position to begin as soon as possible, through June 30, 2017.**

An Educational Assistant will assist in the instruction of students with a variety of learning, autism spectrum disabilities and/or emotional and behavioral 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 positive behavior contracts to assist with meeting behavioral objectives under the direction of the special education teacher
- Work directly with individual students and groups of students in daily classes/activities. Monitor learning and redirecting behaviors using appropriate communication mode with the student.
- Implementing instructional 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 staff meetings or meetings regarding student progress as assigned.

**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.

- Opportunity for additional work including student support during out of school time activities such as clubs, intersessions and tutoring or special projects/activities as defined by administrators.

**QUALIFICATIONS:**

Minimum of two years of post-secondary coursework

Passion for working with 5<sup>th</sup> – 8<sup>th</sup> graders with challenging behaviors and unique learning needs

Understand Laura Jeffrey Academy's educational theories

Ability to communicate effectively both verbally and in writing in English

Ability to perform basic functions using technology including word processing and data entry

Ability to perform all physical aspects of the job including but not limited to: lift up to 50 pounds, see, hear, move quickly in learning environments in order to ensure safety of students.

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

Cultural competence in working with students of color and their caregivers

**PREFERRED:**

Four-year college degree in education or mental health field

Experience working with special needs children in a school setting

Experience working with mental health related programs

Experience with adolescents with challenging behaviors

Experience working collaboratively with a team of teachers/staff

Experience working with middle school students in an urban setting

Experience with technology in an educational setting

**SALARY:** Depending on experience and qualifications, \$15.00-\$20.00 per hour.

**TO APPLY:**

Send cover letter and resume 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

People of color strongly encouraged to apply.