

North Shore Community School

Job Title: Special Education Assistant/Paraprofessional

Job Goal: To help fulfill the mission of North Shore Community School while working closely with the Special Education teacher, following his/her directives to meet the various needs of special education students.

North Shore Community School will promote respect for our diverse human and natural environment, and will encourage students to think critically, communicate effectively, become responsible citizens and value lifelong learning.

Responsibilities:

- Assist special education teacher with student IEPs – copying, keeping track of IEP timelines, time/setting changes, inform resident district of changes, etc.
- Monitor student activities and progress throughout the day by being with the student as indicated on the IEP
- Assist students with school work and appropriate behavior
- Work on social skills and personal hygiene skills as appropriate
- Keep records of child's behavior, progress, etc.
- Report to teachers and parents on child's progress as needed
- Prepare and/or modify materials as needed for student
- Keep students safe
- Attend staff meetings
- Participate on school committees
- Understand and assume any other duties necessary to achieve the mission of North Shore Community School

Qualifications and Skills:

- Minimum of 2 years college instruction OR have passed the ParaPro exam
- Excellent reading and math skills
- Like to work with children

Reports to:

Special Education teacher and director

Terms of employment:

Evaluation: