



**PACE Career Academy**  
A District Sponsored Charter School

## **PACE Career Academy Paraprofessional**

**Reports To:** Special education teacher

### ***Purpose Statement:***

PACE Career Academy (“PACE”) (<http://www.pacecareeracademy.org/>) seeks a dynamic and accomplished paraprofessional to join our team. This role provides IEP services to students, as well as working with one specific student full-time.

The successful candidate will (1) be an inspiring educator and communicator, (2) have a strong understanding of atypical learners, (3) have an accomplished background in project based learning and cross curriculum work (4) be aligned with the school’s philosophy, mission, and values, and (5) have a strong commitment to family and community involvement.

### ***PACE Mission:***

PACE Career Academy is dedicated to allowing students to partner in the design of their academic, career, and personal growth paths with a goal of becoming an essential part of their community, family, and place of work. We take extreme ownership of our PACers and offer a highly personalized combination of personal development, core academics and career experience.

### **Essential Job Functions**

- Assists and guides students to reinforce reading, language arts, mathematics, computer instruction, communication, organization and behavior
- Works with students individually and in small groups to reinforce basic learning and implement assigned programs.
- Assists professional staff in the administration and correction of classroom exercises, tests and assessments.

- Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
- Assists with record-keeping procedures to document student learning and performance.
- Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
- Accompanies students on field trips for the purpose of assisting with supervision as necessary
- Constructs, copies and distribute and use educational materials as needed.
- Assist students with physical or mental disabilities with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities.
- Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.

**Additional Duties:**

- Assist guidance, pupil services staff or building administration, as needed.
- Perform any other related duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

**Equipment**

- Use standard office equipment, such as personal computers and copiers.

**Knowledge, Skills and Abilities**

- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed to assist students.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel).
- Ability to work with a diverse group of individuals.

- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students with special needs.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to report work orally or in writing to supervisor as required.
- Effective writing and verbal communication skills.

### **Physical and Mental Demands, Work Hazards**

- Works in standard office and school building environments.
- Ability to work outdoors during outdoor student activities.

Note: Also see the Summary of Physical, Sensory and Environmental Requirements Needed to Perform Essential Functions for this position.

### **Qualifications Profile**

- Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:
  - High School diploma or equivalent.
  - Successful completion of college level coursework or passing of examination as required by the No Child Left Behind Act.
  - Prior experience working with special needs children is desirable.

### ***PACE Core Values:***

As PACERs we will strive for growth and safety in our school and community by having an open mind, being respectful and taking ownership of our actions and learning.

#### **As PACERs we will have an open mind demonstrated by**

- Allowing all a chance to contribute
- Actively listening to one another

- Asking clarifying questions
- Giving a safe space for all to have a voice

**As PACers we will be respectful of others and ourselves through**

- Assuming the best intentions
- Putting yourself in other people's shoes
- Using kind words
- Using spaces and materials responsibly

**As PACers we will take ownership of our actions, learning, and responsibilities by**

- Arriving to class on time
- Being proactive to ask for help and missed work
- Knowing and attempting to meet expectations
- Admitting mistakes when expectations aren't met
- Setting and striving to reach individual goals