Loveland Classical Schools

Loveland Classical Schools assists parents in developing young minds with virtuous character, critical thinking skills, and a passion for learning to become exceptional community stewards.

Job Title: MS/HS Special Education Paraprofessional

Position Type: Full-Time; 1.0 FTE - 2021-2022 School Year

Pay Range: $13.65 per hour

Location: Academy Campus

Reports To: Special Education Teacher and Academy Principal

SUMMARY:

A Special Education Paraprofessional is a non-exempt position. This position is responsible for assisting in carrying out IEP goals for high needs students. As an example to their students, Paraprofessionals are expected to demonstrate high moral character and embrace the virtues of a democratic society. This position will assist with supervision of students with special needs and with carrying out supervisory responsibilities in accordance with the organization’s policies and applicable laws. They are employed at will and operate as professionals within the guidelines established by the School and the Board of Directors (BOD). This job description may not encompass all the duties listed below and may include other duties, as assigned.

DUTIES AND RESPONSIBILITIES:

- Assist in maintaining IEP goals and ensure compliance in small groups of students in accordance with department and District standards.
- Provide instruction for students requiring social, emotional and academic help.
- Prepare learning tools for students and develop lessons for special occasions or subjects, with teacher’s approval.
- Assist students in the regular classroom and modify to their capability and/or need.
- Communicate with teachers regarding student needs and progress.
- Assist Special Education department by preparing materials for class. May assist with clerical duties such as IEP’s, tracking attendance, copying, filing, etc.
- May assist physically involved students in daily needs
- Collect academic and/or behavioral data.
- Attend trainings related to duties of paraprofessional positions as assigned by the Special Education Department. (Example: Restraint, CPR, First Aid, District trainings)
- Other responsibilities as delegated by the Executive Director of Education and/or teachers.

DESIRED CHARACTERISTICS:

- Experience in dealing with children with special needs
- CPR and First Aid certification
EDUCATION and/or EXPERIENCE:

- Bachelor’s Degree Preferred; High School Diploma or equivalent Required
- Basic math and communication skills
- Ability to work with children at all ability levels
- Willingness to teach moral character
- Ability to speak and write clearly and effectively
- Operating knowledge of personal computer and office equipment

JUDGMENT AND DECISION MAKING:

- This position requires application of position knowledge to efficiently assist special needs students and follow department guidelines. Work is guided by Thompson School District and Loveland Classical Schools’ policies and procedures. Decision-making requires collaboration with resource teachers, speech therapists, regular education teachers and co-workers. Supervisor is always involved in decision making.
- Duties are of a somewhat diversified, non-technical nature but within a particular field of endeavor where employee is responsible for choice of action within prescribed limits or precedents.

EMPLOYMENT INFORMATION:

- This is an AT-WILL employment position. This means that the employee may be discharged for any reason or no reason at any time at the will of the school
- This position is non-exempt, meaning that the employee is entitled to overtime pay

WORK ENVIRONMENT:

- The physical demands and work environment described here are representative of those functions that must be met by the employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 15-25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

HOW TO APPLY:

Please visit www.lovelandclassical.org to view all of our Employment Opportunities
PAY AND BENEFITS:

Pay: $13.65 per hour

Benefits:
- 401(k)
- Dental Insurance
- Health Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off
- Sick Time

Loveland Classical Schools is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.