英華 | YINGHUA ACADEMY

Special Education Para Professional

Employment Terms:
Non-exempt, hourly, 1.0 FTE following the Academic Working Days Calendar

Reports To:
Special Education Coordinator

Qualifications:

- Must have a B.A. degree or equivalent preferably in Education; teaching license/M.A. degree or higher education a plus.
- Previous experience working with students grades K-8 with special needs.
- Good organizational skills and the ability to communicate with parents, students, and colleagues**.**
- The ability to understand, speak, or read Mandarin Chinese is highly preferred but not required.

Job Description:
Individual will work with the Special Education Department, following directives of the Special Education Coordinator & Special Education teachers, to provide help to students in classrooms who have been identified with special needs requiring additional assistance

Additional Responsibilities:
May be asked to participate in professional development opportunities; and to do other duties as required/requested by the Yinghua Academy administration; including but not limited to morning/aftercare, dismissal duties, and/or joining students needing assistance on field trips.

Salary/Benefits:
Competitive hourly rate, tracked via timesheets. Individual eligible for employee health, dental, and life benefits depending on position status, and sick day accrual and personal time. *Mandated contributions to Retirement Fund.

Application Details:
Send resume with letter of interest to Jennifer Vanyo, HR Manager via email (preferred) to jennifer.vanyo@yinghuaacademy.org

Yinghua Academy is an Equal Opportunity Employer