

## **Chinese Immersion Special Education Paraprofessional**

Status: Non-Exempt, Full-Time Hourly

Calendar: Academic Year

Start Date: August 12, 2020

### **Overall Objectives**

Assists special needs students to learn and achieve academic success to the best of their abilities, and cares for their physical, emotional health and safety.

### **Principal Roles & Responsibilities**

- Assists Special Education teachers in daily classroom activities.
- Works with students to support their academic, physical, and social development, under the direction of Special Education teachers.
- Uses positive behavioral interventions; helps special needs students learn to calmly and respectfully handle disagreements with others.
- Helps special needs students to develop positive relationships with peers and adults in the school; uses supportive language and actions to guide them through challenging academic or behavioral situations.
- Attends all professional development activities and staff meetings as required; supports school events as needed.
- Performs other duties as assigned.

### **Communication and Classroom Management**

- Communicates effectively with Special Education team and administration.
- Executes appropriate and positive discipline strategies in classroom when directed by Special Education teacher.
- Motivates and encourages students; helps to communicate expectations.
- Manages emergency situations confidently and calmly.

### **Professional Conduct**

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals and requires minimal supervision and direction.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

### **Recommended Qualifications**

- Demonstrated ability to meet the schools standards for Chinese and English language proficiency.
- Committed to nurturing and supporting special needs students.
- BA/BS degree in Education or equivalent.

### **Employee Requirements**

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

### **Salary**

Competitive, performance based increases, generous benefits package

### **To Apply**

Send Cover Letter, Resume, and Application for Employment to [HR@yinghuaacademy.org](mailto:HR@yinghuaacademy.org)

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