

Special Education Paraprofessional

Status: Non-Exempt, Full-Time Hourly

Calendar: Academic Year

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

- Bilingual in Mandarin Chinese and English preferred but not required.
- 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.

Compensation: Competitive, performance based increases, generous benefits package

Start Date: ASAP

To Apply: Send cover Letter, resume, and [Application for Employment](#) to HR@yinghuaacademy.org

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