



Paraprofessional Job Description

Kreiva Academy Public Charter School is seeking **Paraprofessionals** for the **2023-2024 school year**. The job predominantly consists of helping students in grades 6 through 12 with learning disabilities attend to and complete their academic work and manage their social/emotional needs while in Kreiva's experience-based, interdisciplinary class settings.

Responsibilities:

- Assist students with disabilities.
- Assist in completing instructional and clerical duties and assignments involving students with mental, emotional, or multiple challenges.
- Perform instructional assignments with minimum supervision in comprehension and reinforcement skills, emotional, physical, developmental, language, reading, math, and related skills.
- Assist in preparing and developing basic teaching materials, instructional aids, and other support materials.
- Maintain accurate daily notes and logs and report to Special Education Coordinator.

Requirements:

Completion of two years of study at an institution of higher education or an Associate's Degree.

Qualifications:

- Experience with children and adolescents in an educational setting (preferably middle and/or high school).
- Must have ability to instruct students in mathematics, reading, science, social studies, art, and/or related subjects.
- Must possess knowledge of educational and instructional techniques.
- Must be able to pass a criminal background check.

Hours:

7:45am to 4:00pm Monday through Friday (1:15pm on Wednesdays) subject to approved school calendar.

Wages:

Starting at \$18.00 per hour