



SNOWY RANGE ACADEMY

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| Job Title: | Classroom Paraprofessional | Full Time: | Yes |
| Salary Schedule: | Classified Staff | Reports to: | Principal |
| Contract: | 180 days (prorated to start date) | Start Date: | Immediately |

POSITION SUMMARY

The Classroom Paraprofessional supports the delivery of the educational program in a rigorous charter school. The Paraprofessional plays a vital role in support

ENTRY QUALIFICATIONS

Education: At least 48 hours of college credit.

Certification: Valid and current Wyoming Professional Teaching Standards Board Substitute Permit

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Supports teachers in instructing students in all aspects of the grade level curriculum in accordance with the Core Knowledge curriculum, enVision Math curriculum, Wyoming State Standards, and SRA's philosophy and the teacher's overall instructional plan.
- Delivers specialized instruction to students (examples could include specific subject areas such as reading or math) as planned by the classroom teacher.
- Researches and gathers resources and materials needed for lessons, grading, and special projects.
- Ensure student safety and well-being while supervising during various activities, such as recess, lunchtime, field trips, and other activities as determined by the Principal.
- Contribute to the quality and continuous improvement of the classroom learning environment.
- Support teaching methods and content aligned with SRA's mission and vision.
- Work effectively with peers and other staff as a team to improve the students' education.
- Manages student behavior in an effective manner in accordance with Board policy and the school's behavior management program.
- Complies with the rules, regulations, and policies of the school and District.
- Attends paraprofessional and staff meetings as required.
- Adheres to professional and ethical standards outlined by the school, district, and state education board. This includes dressing appropriately for school in accordance with the staff dress code, demonstrating ethical behavior in all interactions with students, colleagues, and the community, serving as a positive role model for students, and maintaining confidentiality of sensitive information pertaining to students, families, and colleagues. These actions contribute to a professional and respectful school environment.
- Fosters a culturally responsive and inclusive classroom environment that celebrates diversity and promotes understanding and respect among students from different backgrounds.
- Willingness to perform other duties as needed outside of normal contract hours to support the school community and achieve educational goals.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED

- **Communication Skills:** Ability to communicate effectively with students, teachers, and other school staff to convey information clearly, facilitate collaboration and maintain positive relationships.
- **Patience and Empathy:** Capacity to demonstrate patience, understanding, and empathy when working with students, especially those with special needs or challenging behaviors.
- **Instructional Support:** Understanding of instructional strategies and ability to provide support in implementing lessons and activities, including explaining concepts and reinforcing learning objectives.
- **Adaptability:** Flexibility to adapt to changing situations and student needs, as well as willingness to learn new techniques and approaches to support diverse learners.
- **Organizational Skills:** Strong organizational skills to manage classroom materials, assist with administrative tasks, and ensure smooth operations within the classroom environment.
- **Confidentiality:** Understanding of and commitment to maintaining confidentiality regarding student information and records in accordance with school policies and regulations.
- **Technology Proficiency:** Basic proficiency with educational technology tools and software, as well as ability to assist students with navigating digital resources and platforms.
- **Child Development:** Understanding of child development principles and age-appropriate instructional strategies, as well as ability to provide appropriate support to students at different developmental stages.

HOW TO APPLY

Applications must go through the school website: snowyrangeacademy.org/careers. Incomplete applications will not be considered. A personal interview is required for employment. Interviews are at the candidate's expense and will be arranged by invitation of the supervisor/principal. Parents, students, teachers, and other employees may participate in interviewing candidates and reviewing application materials.

EVALUATION

Evaluation of this position shall be by the Principal.

My signature below indicates that I have read and understand the contents of this Job Description.

Signature

Date

Print Name