

Snowy Range Academy

Laramie, Wyoming

JOB DESCRIPTION: Office Assistant and Classroom Paraprofessional

PRIMARY FUNCTION:

This is a full time job position, sharing duties as part time office assistant and part time classroom aide. Successful candidate supports and assists the School's Office Manager in implementing daily operational procedures, and supports the delivery of the educational program in the classroom. This position reports to the Principal.

ENTRY QUALIFICATIONS:

Candidate must be able to work well with students, teachers, other staff, and parents.

The Office Assistant must enjoy working in a multi-faceted, fast-paced environment. Candidates need to be comfortable prioritizing tasks assigned, as well as being open to working with a diverse population. The ability to deal with sensitive and confidential situations is essential. Proficiency in Microsoft Word, Excel, and Publisher is required. Knowledge and ability to use computers and office equipment.

The Classroom Aide must have the ability to support effective instructional delivery. Knowledge of the teaching/learning process is imperative. Ability to control student behavior. Demonstrated competence in reading, writing, and mathematics.

Minimum Requirements: Experience in an office environment preferred. Holds, or ability to procure, PTSB Substitute Certification. Successful candidate must pass a background check.

TERMS OF EMPLOYMENT:

Length of Contract: 10 months (August-June, Specific dates depend on the start of the school yr)

Hours: 8 hours per day for full-time

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

General:

- Skill and proficiency in carrying out assignments
- Possesses skills and knowledge to perform the job competently
- Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner
- Proficiency at improving work methods and procedures as a means towards greater efficiency
- Communicates effectively with supervisor, peers, and customers
- Ability to work independently, cooperatively with supervision, or as part of a team
- Willingness to take on additional responsibilities
- Reliability (attendance, punctuality, meeting deadlines)

OFFICE ASSISTANT

- Keeps up-to-date and as well informed as possible about the school objectives, policies, plans, and programs and develops support of them
- Assists and relieves Principal, Office Manager, and Business Manager of paperwork
- Regularly interacts with students in various capacities

- Aids in checking in supplies on purchase orders
- Stocks supply inventory in front office and workroom as needed
- Maintains inventory of teacher and student supplies
- Communicates supply needs to Office Manager in a timely manner
- Assists in maintaining principal's filing
- Assists in making copies, distributing flyers, and maintaining bulletin boards as directed
- Answers phones and checks the school's voicemail
- Greets visitors, making sure they sign in and out
- Operates business machines and related office equipment
- Maintains receipt book for any payments received
- Aids in maintaining student cumulative files
- Maintains all scanned records for dropped students

CLASSROOM AIDE

- Supports and implements delivery of the educational program in the classroom
- Works closely with teachers to effectively integrate subjects and methods with the teachers' overall instructional plan

While the duties and responsibilities of the classroom aide can include the following, any specific classroom aide may have responsibilities focused on only some of the following:

- Delivers specialized skills 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
- Supervise recess and other student activities as determined by Principal

All classroom aides are expected to:

- Contribute to the quality and continuous improvement of the classroom learning environment
- Support teaching methods and content aligned with the philosophy of the School
- Work effectively with peers and other staff as a team to improve the students' education
- Innovate to improve methods and materials in the classroom

To Apply: Applications will only be accepted through the school website,
<https://www.snowyrangeacademy.org/Employment>.