



# ISANTI COMMUNITY SCHOOLS

## Job Description: Paraprofessional - Resource

### THE OPPORTUNITY

Isanti Community Schools (Santee Community Schools) is located on Isanti Sioux tribal lands and serves a population of mostly students in the tribe. The school is the center of the community in many ways, acting as a gathering place for students and community members alike. The school's mission is committed to caring for students through career exploring, cultural growth, character development, and community involvement so that they can realize their full potential.

Isanti Schools is seeking a **Paraprofessional** :

- **Title:** Resource Para
- **Reports To:** Building Principal and Director of Special Education
- **Work Schedule:** 8:00am - 4:00pm Monday-Friday - 9 month employee

### PRIMARY RESPONSIBILITIES

#### Job tasks and Responsibilities

- Resource paras assist in the general and special education settings. Students typically need assistance with reading comprehension, writing, math, and self-regulation. You may read material to students, assist with organization of assignments, attend general education classes with students, etc. The supervising teacher will provide a daily schedule and assist you as needed.
- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Distribute tests and homework assignments and collect them when they are completed.
- Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
- Attend staff meetings and serve on committees, as required.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations with guidance and direction from certified teacher.
- Carry out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education teachers, psychologist, speech-language pathologist or other professionals.
- Assist in bus loading and unloading
- Take class attendance and maintain attendance records.
- Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Enforce administration policies and rules governing students.
- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with laws and District rules.
- Perform other tasks or duties as assigned by the Principal

### **Required Skills and Abilities**

- Instructing-Teaching others how to do something. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Critical thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Time Management – managing one’s own time and the time of others.
- Service Orientation – Actively looking for ways to help people.
- Coordination – Adjusting actions in relations to others’ actions.
- Problem Sensitivity – the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Reasoning – Deductive: The ability to apply general rules to specific problems to produce answers that make sense. Inductive: The ability to combine pieces of information to form general rules or conclusion (includes finding a relationship among seemingly unrelated events).
- Communicating with Supervisor, Peers, or Subordinates – Providing information to supervisor, coworkers, and subordinates by telephone, in written form, email or in person.
- Getting Information – Observing, receiving and otherwise obtaining information from all relevant sources.
- Assisting and Caring for Others – Providing personal assistance, medical attention, emotional support, or other personal care to others such as students and coworkers.
- Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relations with others, and maintaining them over time. This includes: establishing and maintaining positive and appropriate relationships with students.
- Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems. Resolving problems in educational settings.
- Monitoring Processes, materials, or Surroundings – Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Organize, Planning and prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Documenting/Recording Information – entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form. This includes: recording student progress.
- Resolving Conflicts and Negotiation with Others – handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others. This includes: resolving behavioral or academic problems.
- Interpreting the Meaning of Information for Others – Translating or explaining what information means and how it can be used.
- Believe deeply in the mission of the Isanti Community Schools and that all children can meet high expectations
- Embrace feedback and constructive criticism in the spirit of constant improvement
- Demonstrate maturity, humility, professionalism, confidence, and a strong work ethic.

### **Required Characteristics**

- Being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Being careful about detail and thorough in completing work tasks.
- Being reliable, responsible, dependable, and fulfilling obligations.
- Being honest and ethical.
- Being sensitive to others’ needs and feelings and being understanding and helpful on the job.
- Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Accepting criticism and dealing calmly and effectively with high stress situations.
- Being open to change (positive or negative) and to considerable variety in the workplace.
- Ability to follow written lesson plans.
- Willingness to take on responsibilities and challenges.
- Confidentiality with student information.

## KEY QUALIFICATIONS

- High School Diploma required
- Completion of 1 of the following:
  - 2 years college (48 hours)
  - Associates degree or higher
  - Successful completion of Project Para Assessment (or other State approved test)
- Regular, dependable attendance on the job
- Ability to maintain a calm, professional demeanor in the face of competing demands and external pressures
- Ability to be a team player and comfortable planning with others to achieve a common vision
- Strong time management skills; ability to manage multiple tasks simultaneously and meet tight deadlines
- Strong written and oral communication skills; strong interpersonal skills with students, parents, colleagues, and community members
- Strong work ethic coupled with an enthusiastic and passionate approach to one's work.
- Commitment to the belief that all students can learn and to the mission of educational equity.

**Pay & Benefits:** Based on experience, education and qualifications will determine the rate of pay. Minimum rate of pay is \$15.00. Competitive benefits package.

**To Apply:** If you are highly committed to enacting extraordinary change for traditionally underserved students please submit your resume and a cover letter to [personnel@santeeschools.org](mailto:personnel@santeeschools.org)

Be prepared to answer the following short answer questions:

- Why do you want to work at Isanti and in this position?
- What is your experience with and interest in working with students from historically underserved communities? (Please keep your responses to 4-6 sentences).

*As an equal opportunity employer, Isanti does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.*