



## **Part-Time Special Education Paraprofessional Job Description**

New Legacy Charter School is a free, public school for pregnant and parenting high school students and their children in northwest Aurora. We are located at 2091 N. Dayton Street, Aurora, CO 80010 and serve approximately 95 high school students and 65 children in an on-site early learning center. The school is authorized by the Colorado Charter School Institute and opened in August of 2015, with our first class graduating in June 2016.

We offer students a rigorous, relevant, and engaging education so they are empowered with the skills needed to raise healthy children and graduate prepared for success in college and careers. Our vision is to see young families creating a legacy of education leading to compelling careers, financial independence, and positive parenting. Our school model combines flexibility with a strong school culture based on healthy relationships and student leadership.

### **Employment Status**

This is a part-time (0.5 FTE), exempt, at-will position. The Special Education Paraprofessional reports directly to the High School Principal and is coached and mentored by the Special Education Teacher.

### **Position Overview**

The Special Education Paraprofessional is responsible for providing classroom support in compliance with students' individual education plans (IEPs) and assisting the Special Education Teacher to support students outside the classroom.

### **Key Responsibilities**

- Work with the Special Education Teacher to implement appropriate modifications and accommodations as dictated by students' IEPs.
- Support general education teachers in implementing needed modifications and accommodations.
- Understand and apply effective strategies for intervention and differentiation in the classroom.
- Provide support for teachers in implementing effective intervention strategies.
- Provide push-in or pull-out instructional support as needed.
- Work with students on the Special Education caseload to achieve transition goals.
- Assist the Special Education Teacher with lesson planning and academic testing.

### **Qualifications**

The Special Education Paraprofessional is expected to:

- Have experience working successfully in an urban school and have a track record of assisting teachers to improve student achievement.
- Understand and maintain the confidentiality of student information.
- Have weekly check-ins with the Special Education Teacher.
- Have a high school diploma or GED, and preferably an associate or bachelor's degree, ideally in education or a related field.
- Be a highly collaborative, results-oriented, adaptable, problem-solving self-starter.



- Embrace the use of data to inform instructional planning and practice, which includes sharing and analyzing student performance results
- Experience working in an entrepreneurial, dynamic school or related demanding environment.
- Be positive, flexible, thoughtful, passionate, motivating, and empowering with students.
- Have excellent written and verbal communication skills.
- Be computer savvy, with proficiency in email, word processing, spreadsheets, Google Docs, etc.
- Ideally have experience using Infinite Campus and/or Alpine.

### **Mission Alignment**

Mission-aligned members of the New Legacy community:

- Dedicate themselves to the school's mission and vision, adopting a "whatever-it-takes" attitude in helping our students succeed.
- Understand that relationships are essential to working with students who have been disengaged from their education and are at-risk of dropping out of school. Staff members pursue appropriate and healthy relationships with students, including advocating for them and their success.
- Believe our students have strengths and assets, and build on these strengths in their work. Maintain a positive attitude and a solution-based approach to challenges in the workplace.
- Oversee open and consistent communication with students and their families about their academic progress, health success and needs, parenting success and needs, individual graduation plans, and college planning. Also communicate proactively with colleagues about student needs to ensure integrated support.
- Are committed to restorative justice as a means of addressing conflicts or challenges in the community, whether between students, staff members, or students and staff members.
- Are committed to inclusive excellence. This means they are willing to engage in conversations about privilege, power, equity, and diversity, and are willing to invest time in community-building and professional development based on inclusive excellence.
- Are active participants in a supportive and demanding professional community that fosters respect, trust, honesty, risk-taking, open-mindedness, flexibility, collaboration, and continuous improvement.

### **Application Process**

To apply for the Special Education Paraprofessional position, submit a cover letter and resume (with references) to Leah Bock, High School Principal, [Lbock@newlegacycharter.net](mailto:Lbock@newlegacycharter.net). In the cover letter (no more than 2 pages), applicants should address the following questions:

1. Why are you interested in working at New Legacy Charter School?
2. What role should public schools play in addressing issues of equity in our society?
3. How can schools best find a balance between setting high academic expectations for individual students and supporting these students by "meeting them where they are" in life?