

**Position Title:** Paraprofessional, Full Time  
**Department:** General Education  
**Reports to:** Executive Director  
**Position Status:** Open until Filled  
**Start Date:** August 16<sup>th</sup>, 2023

Progeny Academy is seeking dynamic, passionate, dedicated staff who will provide best- practice instruction to diverse learners. It is the mission of Progeny Academy to support learners in achieving excellence through leadership with next generation innovative educational strategies in science and technology. Progeny Academy is dedicated to provide a safe, supportive learning community founded in high expectations, rigorous academics, and personal accountability that will enable our students to become productive, responsible, global citizens and well prepared scholars for secondary education and beyond. The position is full time for the 2022-23 school year.

**Position Purpose:**

To provide an enriching academic learning environment that is conducive to learning and appropriate to the maturity, interest, and learning style of PACS students; work with director, educational team and other staff to ensure PACS' mission, values, vision and curriculum objectives are supported, modeled and taught to the students.

**Essential Duties and Responsibilities:**

- Implement and support valuable and interesting lessons which are appropriate to the level of proficiency of the students
- Utilize specialized approaches for delivering understandable curriculum to second language learners
- Work with the classroom teacher to incorporate social skills instruction to assist students in establishing and maintaining positive classroom and social behavior
- Work effectively as a team with educational and administrative staff, including school partners and social service providers, to develop a positive school environment
- Work with the administration in implementing all PACS school policies and rules
- In the classroom, implement consistent rules of classroom behavior and procedures; set strong boundaries and high expectations of student behavior along with maintaining order in the classroom in a fair and just manner that incorporates PACS values
- Participate actively in staff meetings
- Commit to on-going professional development
- Be able to work evening hours to support parent-teacher conferences and assist in school events
- Able to assume various responsibilities and assignments, which may arise out of school needs
- Participate in non-teaching extracurricular activities associated with the school
- Other duties as assigned

**Qualifications:**

- 2-year college degree or working towards a degree and/or an academic plan
- Experience working with youth in urban communities
- Excellent interpersonal and human relation skills
- Culturally-responsive, able to work on a team and independently
- Functionally and technically competent in skills necessary for this position
- Bilingual and biliterate in Spanish, Somali, Tajik (not required)

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach

for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**Interested candidates should submit the following:**

- A cover letter,
- resume,
- 3 letters of recommendation, and
- college transcripts (if applicable)

Progeny Academy is an Equal Opportunity Employer. Progeny Academy ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, disability or veteran status. Progeny Academy has a policy of active recruitment of qualified minority teachers and non-certified employees.

Progeny Academy offers competitive salaries and benefits for its faculty. For more information about the school, visit us at [www.progenyacademy.org](http://www.progenyacademy.org).

**Please send application to:**

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