

Position Title: Paraprofessional Full Time
Department: Special Education
Reports to: Executive Director and Director of Special Education
Position Status: Open until Filled
Start Date: August 15th, 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 2024-25 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:

- Assist in the instruction of students by providing support and practical training to students in various subject matters
- Provide assistance to the teacher by performing such duties as:
 - Implementing instructional plans and assisting with the adaptation/modification of the curriculum as directed by the teacher
 - Preparing class schedules
 - Organizing learning materials
 - Assisting with classroom activities
- Assist educational staff in performing duties to meet the specific needs of students including, but not limited to:
 - Redirecting inappropriate behaviors of students in classrooms
 - Preparing food for and/or feeding students
 - Assisting in the physical movement of students
 - Supervising students during bus loading and unloading
- Promote a safe and productive learning environment for students, ensuring that student needs are met by communicating with other staff about student needs
- Monitor and document the educational progress of students by performing evaluations of student progress and needs
- Record data pertaining to Individual Educational Plans (IEPs)
- Maintain confidentiality regarding students and the educational setting at all times
- 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
- Experience working with individuals with disabilities
- 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 (not required)

- Ability to maintain confidentiality
- Completion of any required training necessary for the position

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 50 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.

Please send application to:

Ms. Nicole Nelson, Ed.S.

Director

Progeny Academy

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