

Paraprofessional – Part Time

School Overview

pilotED Schools Bethel Park is a nationally-recognized elementary school that seeks to empower the way students see themselves and the world around them using an approach centered in social identity development, civic engagement, and academic excellence. From our daily identity-based classes to our sports programming and civic engagement opportunities, pilotED actively promotes an enriching lifestyle for our students and families to forever interrupt generational cycles of poverty.

Position Overview

The primary responsibility of the paraprofessional will be to support diverse learners in dynamic environments through pilotED's academic model of holistic education. Paraprofessionals will be accountable for enhancing the academic outcomes of pilotED's diverse learners through individual targeted instruction, while supporting a safe and respectful climate within the classroom. Paraprofessionals report directly to the Special Education Lead Teacher and the Principal.

Roles/Responsibilities

Instructional

- Support diverse learners in general education classrooms in accordance with their IEP, BIP, or 504 Plan;
- Deliver small group and individual lessons, utilizing ELA and Mathematics standards and Individual Education Plan (IEP) goals;
- Collaborate with classroom teachers, Special Education teachers and RTI committee to identify and assess students in need of special services;
- Collaborate with Special Education teachers to collect and analyze student data, monitor student growth and confirm IEP requirements are met;
- Support a safe and respectful classroom culture through effective classroom management and positive behavior techniques;
- Address specific student behavior needs through individual interventions;
- Act as substitute in the event of classroom teacher absences.

Non-Instructional

- Support students with BIPs through PBIS, relationship building, and other strategies;
- Collaborate with the school nurse and work with students who may have physical challenges or students that need medical support;
- Observe students and provide notes for insight to behaviors;
- Supervise diverse learners during non-instructional time (recess, lunch, field trips, etc) and specialized services (occupational therapy, speech therapy, etc);
- Support the administration of school-wide and state-mandated assessments;
- Attend and participate in all professional development opportunities;



- Support school community through participation in community events, after-school programming, field trips and/or civic engagement opportunities.

Qualifications

Mission Requirements

- Entrepreneurial mindset with a passion for creating systems, working as a team, and being a part of a growing organization;
- Quick-thinker, solutions-oriented, thrives in a fast-paced environment, and ready to jump in and help in a crisis;
- Committed to meeting the needs of a diverse population including race, gender, ability, religion, sexual orientation, geography, and any other identity-based attributes;
- Committed to restorative justice and identity development approaches;
- Willingness to grow through ongoing constructive feedback and professional development;
- Committed to engage and/or lead in community and school events;
- Committed to build relationships with families and coworkers and create a dynamic environment.

Knowledge/Skill Requirements

- Associate's Degree (or equivalent) and/or Indiana Paraprofessional License;
- Indiana Substitute Permit (by start of academic school year);
- Ability to attend annual summer off-site professional development;
- Understanding of state and federal requirements specific to your position;
- Ability to assess grade level needs in order to plan and organize accordingly;
- Strong written and oral communication skills;
- Strong ability to work with flexibility;
- Excellent organization skills and consistency in meeting deadlines;
- Strong interpersonal and team building skills;
- Experience working in urban environments;
- Knowledge of pedagogy and experience teaching strategies to support all learners;
- Microsoft Office and Google Suite proficiency;
- Language: English proficiency required; bilingual in Spanish preferred;
- Physical Requirements: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
- Must pass all federal and state background checks.

Equal Opportunity Employer

pilotED Schools is an equal-opportunity employer that actively seeks to hire and retain a diverse, passionate, and dedicated team. We do not discriminate on the basis of race, color, national



pilotED Schools
identity. civic engagement. excellence.

origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.