

POSITION:
Paraprofessional



JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

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www.CharterArts.org

VISION: To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

MISSION: Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline, and a commitment to excellence, this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

APPLY: Submit your cover letter, resume, three letters of recommendation, certification (if applicable), and clearances as one PDF document to jobs@charterarts.org. Resumes will be accepted until the position is filled.

Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998.

Job/Position Specific Requirements:

- Prior experience working to support students in special education in a variety of settings preferred but not required
- Experience in behavior management procedures, various software applications, including G Suite, and assistive technology hardware, software, and apps
- Prior experience working with high school students preferred
- Must hold a bachelor's degree from an accredited institution; teacher certification not required
- Willingness to be a team player and student advocate who engages in lifelong learning as additional professional development opportunities must be completed annually to maintain the position
- Must hold acceptable background checks and school clearances

Reporting Relationship(s): Specialized Services Administrator, Principal

JOB PURPOSE

At Charter Arts, we know that relationships come before content and that students are more likely to grow when they have the opportunity to build meaningful relationships with supportive personnel, such as School Counselors. At Charter Arts, artistic expression, equity, diversity, inclusion, and accessibility are organizational imperatives. The Director of School Counseling is expected to ensure that the counseling department is a safe and productive space where students feel comfortable sharing their voices, accessing support, getting assistance with college and career planning, and learning how to advocate for themselves in challenging situations.

Essential Functions of the job may include but are not limited to the following:

Instructional Paraprofessionals in a special education program setting must assist in the educational and social development of students both inside and outside of the classroom to enable them to fully participate in school-wide activities, implement their Individualized Education Plans (IEPs), and monitor student progress. The paraprofessional will be required to work with other professionals, which may include reading specialist, speech therapists, social workers, occupational and physical therapists, etc. and be willing to accept and carry out the following:

- Understand and implement the students' Individualized Education Program (IEP) goals and objectives as well as any specially designed instructions, accommodations and modifications, transition activities, progress monitoring, and behavior support plans to ensure student success
- Ensure the safety of the students within all school and community environments
- Ensure student confidentiality and maintain dignity and respect for each student at all times
- Utilize knowledge of the social, emotional, medical, and academic needs of individual students obtained through collaboration with teacher and/or specialist
- Collaborate with the teacher and/or related service providers about the plans and implementation of activities and resources for the students
- Work with students in a variety of ways, which may include individual, small group, or whole group settings, in the school and/or in the community, as prescribed by instructional programs
- In an inclusionary environment, the paraprofessional is not limited to working solely with students who have IEP's and must also work with regular education students to provide support if/when necessary
- Assist in ongoing monitoring of students' progress, which may include assessing, data collection and analysis, etc.
- Communicate essential student information, progress, and concerns to the assigned teacher, related service provider, or assigned administrator
- Support in maintaining the discipline of students using behavior management plans as directed by the Assistant Principal, case managers, and classroom teachers
- May assist the teacher or independently perform routine tasks such as but not limited to classroom duties, record-keeping, checking and grading papers, gathering/preparing materials for students, assisting with set-up/clean-up of classroom activities, operating multimedia equipment
- Use initiative to solve problems and communicate issues with Assistant Principal, case manager, and classroom teachers, as needed
- Engage in ongoing professional development to learn about the role of the paraprofessional and earn the required number of training hours annually
- Attend staff and departmental meetings to stay up-to-date on schoolwide matters, i.e. school safety, etc.

CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Associate or advanced degree from an accredited institution and/or related field
- Artistic background or experience a plus
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling. Ability to interpret, analyze, and problem-solve both written and verbal communications.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Must have and maintain high expectations for self and all students and team members
- Demonstrate creativity and leadership.
- Knowledge and implementation of relevant technology

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office/classroom equipment
- Ability to use computer technology and other technology as appropriate for the specified position
- Must appropriately handle confidential information; ability to use computers and other AV equipment for group meetings, presentations, projectors, and video equipment

- Physical ability to: Sit 55%; Walk/Stand: 40%; Drive 5%
 - Manual dexterity for repetitive movement of fingers and hands for keyboarding
 - Ability to lift objects of moderate weight from 15 to 30 pounds
 - Artistic high school environment
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Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates are required to submit up-to-date Act 168, 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant is unable to provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.

Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied.