



## ParaPro (Teacher) for Online Learning

### *Description of Position*

**Start Date:** as soon as possible

**Hours:** Part time and Full time positions available Monday-Friday

**Training:** Provided onsite and remotely

**Compensation:** \$14.50-\$15.50/hour DOE

**Qualifications necessary:** High school diploma or GED; experience working in public or private school; tutoring experience; the ability to pass a background check; fingerprints on file.

**Desirable attributes:** Bilingual Spanish/English; classroom management skills; excellent communication skills; kind and peaceful nature; joyful attitude; flexible and willing to improvise when necessary.

**Summary of Position:** The ParaPro (Teacher) helps direct his/her small group of students academically, emotionally, and physically in a learning environment that challenges each child to reach their fullest potential and supports them in this new (online) way of learning.

### **Planning, Preparation and Instruction**

- Keeps a well-prepared and organized small group focused and on task
- Maintains close communication with team teacher(s) and other staff members.
- Helps maintain a record keeping system to track the children's progress, as instructed by the Lead Teacher.
- Uses various assessment tools/strategies such as observations, children's work samples, continuums of development, portfolios, etc. to help make instructional decisions for individual students.
- Maintains a safe, clean, caregiving environment, practices hand washing and assures the well-being and safety of all of the children in that environment (adheres to COVID health guidelines.)

### **Communications**

- Ensures respectful and open lines of communication with parents.
- Attends and responds to parent concerns and questions in a timely manner.
- Helps with individual parent conferences twice a year to discuss each child's growth and development.
- Facilitates a respectful environment for children and adults by advocating conflict resolution and grace and courtesy lessons.
- Respect and protect the privacy of children, parents and staff.
- Nurturing, calm, kind and respectful, with an open attitude towards all children and families.
- Is creative, flexible, loving and patient.

### **Professional Responsibility**

- Participates in ongoing evaluation including classroom observations, feedback meetings with Lead Teacher, Programs Director and School Director and an annual self-assessment.
- Maintains teaching skills and participates in professional development activities (both within the school and attendance at conferences, workshops).
- Complies with all continuing education requirements including annual training hours required through Washington State for licensed childcare providers.
- Checks email daily and responds as appropriate to requests/questions from administration.
- Adheres to all school policies and guidelines established in the employee handbook.

### **Procedure**

Applicants will complete a classroom observation prior to the interview process. Please submit a **current resume** and **letter of interest** to [info@joyfulscholars.org](mailto:info@joyfulscholars.org) or 249 N Mission St. Wenatchee.

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