

HUMAN RESOURCE MEMO

Classroom Assistant (Full-time 10-Month Position)

The Classroom Assistant will provide assistance to the classroom teacher and the treatment team at Cedar Ridge School in delivering individualized education services to students based on their IEPs (individualized education plans) and established curriculum. The Classroom Assistant will aide in producing and maintaining student records of educational progress, treatment issues, and other related records; and will assist with implementing the school's behavior management system as well as to aide with crisis intervention as needed.

JOB QUALIFICATIONS:

1. Must be 21 years of age or older and possess a high school diploma plus appropriate level of post high school education required by MSDE or a passing score on the ParaPro test.
2. Must possess a valid driver's license and maintain a good driving record.
3. Must be able to demonstrate abilities conducive to maintaining a controlled therapeutic classroom environment.
4. Must possess a broad academic base in appropriate grade level curriculum areas.
5. Must have excellent communication and organization skills and must be able to complete thorough and accurate documentation in electronic and written form as required.
6. Must be committed to meeting school standards and objectives.
7. Must be able to maintain a high degree of loyalty, determination and confidentiality.
8. Must be detail oriented with sufficient capability to organize and complete tasks and documentation in a timely and efficient manner within established timelines.
9. Must accept and affirm Judeo-Christian values personally and professionally. This affirmation includes agreement with the Cedar Ridge Statement of Faith and behaviors consistent with traditional Biblical moral values.

Note: The Employee Handbook further states that employees who engage in open, notorious immorality, including by not limited to, violence, dishonesty or slander, sexual activity outside of marriage, theft, or conduct illegal under applicable local, state or federal law are subject to discipline up to and including termination of employment.

10. Must pass a detailed background investigation (i.e., Police, FBI, Child Protective Services and former employer [for school personnel only]). This includes:
 - a. Passing a health screening which may include drug testing.
 - b. Verification of business and personal references.
 - c. Verification of driver's license with a good driving record.

If you are interested in this position, please contact Twila in the Human Resource Department.