



**Position Description for Gerald Dawkins Academy
2024-2025 School Year**

Title: Paraprofessional
Status: Full-Time
Pay Range: Commensurate with Experience
Reports To: Principal

If most of the items listed below resonate, you will be highly motivated and energized at Gerald Dawkins Academy.

- Possess a strong desire to make an impact in education, especially in areas that have historically lacked necessary supports and resources
- Practices creative problem solving, while leaning on outside of the box thinking
- Motivated by results and achieving positive outcomes
- Acts as a self-starter by identifying opportunities for improvement and taking initiative
- Exhibit a forward-thinking mindset when making decisions or solving problems
- Thrive in a complex and challenging environment where each day is new

Job Summary

Assist the grade level Teachers in implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment.

Duties and Responsibilities

- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts
- May act as substitute teacher when needed
- Provide support before, during, and after school supervision of students inside and outside the classrooms and building
- Provide classroom support on an emergency or pre-arranged basis
- Communicate effectively with building personnel as part of a team
- Create a learning environment that stimulates participation and creativity
- Monitors and supervises students during lunch periods
- Always maintains and supports the school culture
- Enforces safety, appropriate behavior standards and lunchroom policies
- Works closely with building level coaches to positively impact student growth and learning
- Recognizes the relationship between social-emotional learning and academic performance and aspires toward developing and teaching the whole child

Knowledge, Skills, Abilities, & Personal Traits

To perform the job successfully, an individual should demonstrate the following competencies:

- Demonstrate the ability to relate joyfully to children
- Classroom management skills
- Active listening skills
- Professional etiquette and demeanor
- Ability to work in a fast-paced environment
- Strong interpersonal skills
- Reliable transportation
- Ability to:

- Apply learning and training in a classroom environment
- Work outside of regular schedule when required
- Deal with Uncertainty
- Support Diversity
- Be Dependable
- Show Emotional Control
- Handle Pressure
- Have a positive affect with students and parents
- Respond to parent/student inquiries

Credentials and Experience

- Associate's Degree in educational focus area preferred
- Bachelor's Degree preferred
- Criminal Justice Fingerprint/Background Clearance

Physical Demands / Work Environment

- Work is primarily performed in the classroom environment. Classrooms are dynamic with a high level of activity. Work may also be performed at community sites for field trips
- Candidate must be able to lift up to 25 pounds
- Stand for up to 75% of the day
- Assume postures in low level positions that best allow physical and visual contact with children
- Must be able to sustain a high level of energy
- Bend to perform various tasks throughout the day, as well as stoop/sit on the floor
- Perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time
- Both indoor and outdoor environment are typically found in a school environment
- Depending upon activities and season, may be required to be outdoors for regular, prolonged activities
- Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well being
- Must be able to excel in an ambiguous and continuously changing, competitive environment
- Work hours may vary to meet the needs of the children
- Candidate will be faced with a variety of issues daily, which will require the individual to respond quickly and appropriately to accommodate the changing needs of children

Interested applicants can apply on Indeed or email resume to Angela O'Brien at aobrien@centerforsoundliteracy.org.