



## Special Education Paraprofessional

**Reports To:** Special Education Teacher

**Supports the Work of:** K-8 Montessori Teachers

Oak Hill Montessori Community School is seeking individuals interested in Special Education to join our dedicated faculty. OHMCS is seeking someone with a passion for supporting the individual needs and experiences of all students, in and out of the classroom, and who possesses the skills and abilities necessary to implement our school's mission.

**Oak Hill Montessori Community School Mission:** *"Preparing every student for tomorrow by nurturing the love of learning today."*

**About Oak Hill Montessori Community School:** Oak Hill Montessori Community School (OHMCS) offers authentic Montessori education to children 16 months to 8<sup>th</sup> Grade. OHMCS proudly provides a different point-of-view in education; driven by the motivation of students. We present challenging academics while valuing social skills as much as academic skills. Oak Hill provides an established school community, with high demand for enrollment.

Visit [ohmcs.org](http://ohmcs.org) for more information.

### General Summary of Position:

The Special Education paraprofessional assists in the instruction of students by providing support and practical training to students receiving special education support in various subject matters. The small school environment provides an opportunity to work with small caseloads.

This is a full-time, hourly, non-exempt position, with typical on-site hours of 8:15 am - 3:45 pm, M-F, throughout the 10 month school year. Responsibilities will include but are not limited to the following:

- Provide assistance to the teacher by performing such duties as:
  - Implementing instructional plans and assisting with the adaptation/modification of the curriculum as directed by the teacher
  - Preparing class schedules
  - Organizing learning materials
  - Assisting with classroom activities
- Assist educational staff in performing duties to meet the specific needs of students including, but not limited to:
  - Redirecting inappropriate behaviors of students in classrooms
  - Assisting in the physical movement of students
  - Chaperoning student community outings
  - Supervising students during bus loading and unloading
- Promote a safe and productive learning environment for students, ensuring that student needs are met by communicating with other staff about student needs



- Monitor and document the educational progress of students by performing evaluations of student progress and needs
- Record data pertaining to Individual Educational Plans (IEPs)
- Maintain confidentiality regarding students and the educational setting at all times
- Other related duties as assigned

**Desired Qualifications:**

- A high school diploma or GED and one of the following:
  - An AA, AS, AAS (or higher) degree, or
  - Two years of post-secondary coursework (60 semester credits or 90 quarter credits) from an accredited institution of higher education which are applicable toward a bachelors degree, or
  - Passing score of 460 (or higher) on the ParaPro Assessment. (For more information on the ParaPro Assessment, contact Educational Testing Service at 1-800-772-9476 or [www.ets.org/parapro](http://www.ets.org/parapro))
- Strong communication and interpersonal skills
- Ability to maintain confidentiality
- Completion of any required training necessary for the position.

**Preferred Qualifications:**

- Bachelor's degree or equivalent (preferably in Education)
- Education assistant/paraprofessional or teaching experience
- Experience working with individuals with disabilities
- Experience and/or training in behavior management

**Salary & Benefits:** Commensurate with other charter schools of similar scope and size, and with the experience and qualifications of the candidate selected for the position.

**How to Apply:** Persons interested in applying should send an email to [admin@ohmcs.org](mailto:admin@ohmcs.org) with the following application materials attached:

- Cover Letter
- Resume
- Unofficial Transcripts

Final candidates will be invited to interview, either in person or virtually, with the OHMCS Executive Director & Faculty.

Final appointment to this position will be contingent upon completion of a criminal background check.

**Application Deadline:** Applications will be reviewed on a rolling basis upon receipt; all positions will remain posted until filled.