



Job Description

Position: Title I Para-professional

Reports to: Retention Manager

General Description: Provides support to teachers in the instruction of students, which includes but is not limited to: reading, writing, science, social studies, and mathematics; provides progress-monitoring of interventions, multi-media activities, record keeping, computer operation, lesson plans, and other activities.

Primary Responsibilities

- Understands, accepts, and abides by the Kalamazoo Covenant Academy philosophy and mission statement in all his/her school activities
- Supports students after administration of reading and math assessments to clearly identify level of achievement
- Works with the teacher to determine the instructional needs of each student
- Provides one-on-one and small group support activities in reading and math
- Works in collaboration with teachers to monitor learner progress with available tools to assist unsuccessful learners
- Share and clarify classroom objectives for students
- Promotes high levels of achievement in relation to individual abilities
- Active participant of the instructional team regarding floor management and student issues/support
- Performs record keeping and clerical functions (e.g. attendance logs, activity reports, lunch computer reports, etc.) for the purpose of documentation that meets mandated requirements.
- Provides verbal and/or written feedback of observations for the purpose of informing teacher/s and/or parents of students' progress.
- Responds to inquiries from a variety of sources (e.g. students, teachers, administrators, and/or parents, etc.) for the purpose of solving problems, providing information and/or directing to other sources.
- Assist the teacher in delivery of changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
- Supports students on assigned class work for the purpose of providing ongoing support in the completion of work assignments.
- Follows intervention schedule to work with students most identified as needing assistance
- Attends in-service professional development, building and district meetings
- Communicates with parents and families as directed by the teacher or administrator
- Develops and maintains a classroom environment that is conducive to effective student learning
- Communicates goals and academic expectations to students
- Promotes positive student/faculty relations
- Maintains confidentiality concerning all student information and any professional matters
- Uses only forms or reporting records approved and /or adopted by the Kalamazoo Covenant Academy
- Gathers, maintains, and submits, as directed, all information and forms related to the use of technology

- Works in a professional and cooperative manner with others to achieve duties and responsibilities
- Follows the dress code as stated in the employee manual
- School activities — the Paraprofessional is required to attend and/ or participate in such other activities as directed by the Principal such as: faculty meetings (before or after school hours), open houses, commencement exercises, Title I Parent Meetings, -- these activities demonstrate valuable support for Kalamazoo Covenant Academy
- Acts in accordance to the directives and assignments given by the Administrator
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Kalamazoo Covenant Academy manuals pertinent to the position

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Kalamazoo Covenant Academy serves
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: behavior and crisis management techniques; instruction techniques; high school curriculum
- Ability to reinforce the teacher's effect in the classroom
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Bachelor's Degree
- Experience working with at-risk youth
- Excellent oral and written communication skills
- Proficient in computer applications
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed to include any duties that are allowable under federal guidelines.

Kalamazoo Covenant Academy is an equal opportunity employer and will not discriminate against any otherwise qualified employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, marital status, disabilities or other legally protected status.

Kalamazoo Covenant Academy a year-round high school offering a traditional high school diploma to dropout students ages 16-22. Please submit resume, cover letter, and a copy of applicable licenses/certifications to the Gretchen LaHaie at glahaie@kcovenantacademy.org. Please call 269-226-2100 for general questions or inquiries.