

## **JOB DESCRIPTION**

**Title:** Paraprofessional/Instructional Aide (IA)

**Reports to:** Academic Dean, CAO

**Classification:** Full-time/Exempt/185 days

**Summary:** The NBFA Paraprofessional/IA must be committed to and advocate for NBFA's mission to provide its students a rigorous education that ensures academic success and builds character in partnership with their families. The Paraprofessional/IA helps the classroom teacher differentiate instruction by leading small group and one-on-one instruction to reach every student. The Paraprofessional/IA must collaborate with the teacher to maintain open lines of communication with students and families.

### **Principal Accountabilities:**

1. Help teachers maintain a structured, positive classroom that encourages students to think critically
2. Work with teachers to ensure continuous student growth
3. Work with teachers to modify instructional resources to meet the needs of students with varying backgrounds, learning styles and special needs
4. Work collaboratively with special education teachers and interventionists to ensure that children meet IEP goals
5. Continually use data to inform instructional decisions
6. Participate in grade level data teams and Professional Learning Communities to share best practices and help improve overall school performance
7. Maintain cooperative and respectful working relationships with students, parents, teachers and school personnel
8. Communicate effectively and regularly, both orally and in writing, with students and parents
9. Collaborate with peers and teachers to enhance the instructional environment school-wide
10. Satisfy professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, attending grade level meetings, performing duties
11. Model professional and ethical standards when dealing with students, parents, peers and leaders

**Certification, Knowledge and Skills:** The Paraprofessional/Instructional Aide must:

1. Preferably be on teacher track or have 1-3 years of experience in education, child care or related field
2. Understand that all work responsibilities are subject to performance goals and/or targets established as part of the Board's and school's organizational planning
3. Be willing and able to receive constructive criticism to improve practices to help students
4. Fervently believe in NBFA's mission and be willing to work diligently to positively impact the life outcomes of our students

**Compensation:** The salary range is \$25,000 - \$35,000 plus benefits