

**Position:                    Para-Professional**

Employment Type:                    Instructional/Non-Exempt/At-Will  
Employed By:                        Human Resource Experts 624, Inc.  
Reports To:                            Curriculum Director  
Length of Assignment:                10 months

Supervisory Responsibilities:    None

Position Summary: To serve as an Instructional Aide for the Academy. To provide students with a first class learning experience that maximizes their intellectual, social, emotional, and physical development, including the development of their ability to apply their intellect to solving problems and contribute to their communities as enlightened and responsible citizens.

Primary Tasks:

- Share a commitment to the success of the mission, goals, and objectives of the Academy.
- Support and fully participate in a school culture that focuses on student and adult learning.
- Set high expectations and standards for the achievement of students and own personal performance.
- Support the classroom teacher in offering content and instruction that ensures student achievement of Academy's academic standards.
- Support a school philosophy that values continuous learning for adults tied into student learning and other Academy goals.
- Support the use of multiple sources of data collection to analyze barriers to student achievement and to access, identify, and apply to instructional improvement.
- Support all efforts to provide opportunities for the community to be involved in student and Academy success.

Essential Characteristic Duties and Performance Standards:

- Accept responsibility for the achievement of students.
- Support the classroom teacher in guiding the learning process toward achievement of curriculum goals and implementation of personal learning plans of students.
- Support the classroom teacher in effective planning and organization for instruction by: having lesson plans available at least one week in advance to assist in case of absence, taking attendance as required, tracking and submitting grades accurately and on time, and keeping classroom organized, neat, and attractive at all times.
- Motivate students to achieve at their highest level of ability and potential through classroom activities, assignments, relationships, participation and feedback, set high expectations, and demonstrate sensitivity to different learning styles.

- Use creative instructional methods and procedures and adapt effectively to unusual situations.
- Use resources effectively to support learning activities in the classroom, the Academy, and the community.
- Demonstrate exceptional classroom techniques which include: the art of questioning, clarity of assignments, communication in large and small groups and with individual students, an atmosphere of mutual respect, independent thought and expression, and student and teacher experiences.
- Work cooperatively with parents and generate parents' confidence in the teacher.
- Demonstrate genuine concern for students in a climate characterized by high personal and student expectations.
- Promote good citizenship through actions as role model.
- Provide a classroom atmosphere based on the principles of firm, fair, and consistent practices, respect for individual children, and development of responsible citizenship.
- Use technology effectively for instruction, record keeping and other administrative tasks, and communications.
- Share responsibility for professional, cooperative staff relations and for out-of-class activities important to the operation of the Academy.
- Conduct one's self according to professional, ethical principles, continually striving to improve classroom methods, teaching techniques, and interpersonal relationships, and adhering to all Academy policies for both students and personnel.
- Display personal qualities that reflect favorably upon the individual, the group, and the Academy.
- Display pride in being a member of the Academy team by displaying positive behavior and fully participating in the school culture, attending faculty meetings and participating on committees as requested.
- Identify and participate in professional development opportunities.
- Be familiar with, and support Academy administration in the effective implementation of, the Academy's Emergency Response Plan, the Technology Plan and School Improvement Plan.
- Adhere to all procedures and policies as outlined in the Employee Manual, including the requirement to submit to criminal records check.

Performance Standards: Perform various assigned responsibilities, as allowed by state and federal law, of other employees in their absence to the extent other responsibilities permit.

Required Education/Skills:

- Must have appropriate credentials as designated by the Michigan Department of Education.
- Must demonstrate competency in all areas of classroom responsibility.

Demonstrate the ability to:

- Communicate through superior written and oral communication skills.

- Work on multiple projects and respond to requests and deadlines in an accurate, timely manner.
- Make sound decisions within the parameters of authority.
- Be courteous, professional, and tactful at all times.
- Maintain a positive working relationship with faculty, staff, Academy Board members, parents, students, Authorizer, and community.
- Motivate and create a shared vision within the Academy community.
- Be respected as an adult learner and as an individual.
- Serve as a role model who acknowledges through actions and behaviors the critical value of human relationships in achieving personal and professional goals and the organizational purpose.

Required Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.