



Paraprofessional Special Education Job Description

July 2022

The French American School of Denver is looking for staff members who understand the incredible advantage of a bilingual education. They are willing teammates, working side by side with their co-workers, to create a learning culture that supports rigorous, supportive achievement of French standards and Colorado Academic standards. Our staff uses data-driven decision making along with research-based best practices to help every child learn and master the content. The French American Staff truly believes that every student can learn and are the lifelong learners of the 21st Century.

Vision

The French American School of Denver will be a premier bilingual educational institution that prepares students for success in local and international high schools and universities; inspires them to pursue personal and professional opportunities around the world; and encourages them to be lifelong learners and community leaders who can connect with others in one of the world's most widely-spoken and influential languages.

Mission

The French American School of Denver's mission is to develop bilingual, bi-literate learners through a French language-immersion curriculum meeting the highest educational standards of the United States and France and delivered in a highly diverse learning environment that promotes critical thinking, creativity, and empathy.

In this role, you will:

- Work directly with students, or with an individual student, with guidance from the special education teacher.
- Provide coaching and modeling to facilitate the active involvement of student(s) in their educational setting.
- Ensure the safety of the student(s) within all school and community environments.
- Ensure student confidentiality
- Utilize knowledge of the social, emotional, medical, and academic needs of individual students obtained through collaboration with teacher and/or specialist.
- Collaborate with the teacher and/or related services providers about the plans, and implementation of activities and resources for the student(s).

- Work with student(s) in a variety of ways, which may include an individual, small group, or whole group settings, as prescribed by instructional programs.
- In an inclusionary environment, this position is not limited to working solely with students who have IEP's, may also work with regular education students.
- Assist in ongoing monitoring of students' progress which may include assessing, data collection and computer work.
- Communicate essential student information, progress, concerns to the assigned teacher, worksite coordinator, or assigned administrator.
- Support in maintaining discipline of students using behavior management plan as directed by classroom teacher.
- Maintain dignity and respect for each student at all times.
- Assist teacher or independently perform routine tasks such as, but not limited to: classroom duties, record keeping, limited clerical work, checking and grading papers, gathering/preparing materials for students, assisting with the set-up/clean-up of classroom activities, operating multimedia equipment, and job coaching at community-based locations.
- Assist with the supervision and monitoring of social interactions during non-instructional activities such as carline, lunch, recess, student transition between activities, specials/elective and field trips.
- Assist with other school support duties as required, including, but not limited to: lunch/recess supervision, front desk coverage, clinic coverage, etc.
- Participate in department, school, district and parent meetings and/or trainings.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, clubs and student organizations as directed.
- Other duties as assigned.

Qualifications:

Required Qualifications

- Minimum High School Diploma required.
- Experience working with school age children strongly preferred.
- Pass a background check
- Demonstrate eligibility to work in the United States

Preferred Qualifications

- College degree in relevant field, or credits toward such degree preferred.
- Experience with Multilingual Education (MLE)

Salary

- This is a full-time, benefits-eligible position with a salary range negotiable starting at \$33,000 based on qualifications and years of paraprofessional experience.

Benefits

- Health Insurance (medical, dental, vision)
- Disability Insurance
- Life Insurance (optional up to \$100k - additional options through PERA)

- PERA Retirement (PERA 401K is available to employees to choose to contribute)
- Professional Liability Insurance
- Paid-Time-Off (Personal/Sick leave)
- Paid Holidays

Please review our website at www.fasdenver.org to learn more about our school!

[Demonstrate Eligibility to Work in the United States](#)

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

The French American School of Denver is an equal opportunity employer. We seek applicants without regard to color, gender, religion, national origin, citizenship, disability, age, sexual orientation, or any other characteristic protected by law.

We appreciate your interest in the French American School of Denver and look forward to hearing from you!