



## Arizona School for the Arts

### **Exceptional Student Services Paraprofessional Grades 5-12 School Year 2024-2025**

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***ASA's mission is to inspire creative thinkers and leaders through providing an innovative concentration in college preparation informed by the performing arts.***

The Exceptional Student Services (ESS) Paraprofessional is responsible for working with students in 5th-12th grades. This paraprofessional aids the educational, behavioral, and social development of students through the implementation of IEPs, and helping to monitor progress by providing support to students, in and out of their general education classrooms, as needed. This paraprofessional works closely with the ESS Teacher, the ESS Director, and general education teachers, contributing to students' overall emotional and academic wellbeing.

***This position reports directly to the ESS Director and works closely with the ESS Teachers.***

#### **Essential Duties and Responsibilities:**

- Collaborate with teachers to create a respectful, stimulating, purposeful, and student-centered learning environment.
- As directed by the ESS Teacher, prepare and assist with the implementation of learning materials and document student progress providing input as requested, including present levels of performance.
- Engage with students to enhance and encourage learning, utilizing various techniques to be successful managing individual student needs and goals.
- Maintain effective communication with students, faculty, and administration.
- Monitor student and learning environment to minimize distractions and disruptions.
- Ensure classroom safety guidelines.
- Uphold the school's philosophy, mission, vision, and values.
- Perform duties as assigned.

#### **Minimum Qualifications:**

- Bachelor's Degree
- Valid IVP fingerprint clearance card
- Experience as a paraprofessional or similar role
- Previous work experience with high school and/or middle school aged children preferred
- Behavior management skills preferred

#### **Required Knowledge, Skills, and Personal Characteristics**

- A life-long learner interested in acquiring new skills and knowledge
- Passionate about working with middle school and high school students and teaching
- Collaborative and strengths-focused team player

- Superior organizational, planning, differentiation, and analytical skills
- Effective classroom management techniques
- Patient with strong interpersonal skills
- Punctual and reliable, highly accountable
- Excellent oral and written communication skills
- Concerned about holistic development of the individual
- Experience with current technology including: MS Office, Google Workspace, and Canvas (preferred); familiarity with IEP Pro (preferred)

**Salary and Benefits:**

- Salary commensurate with experience.
- Full time position with benefits.
- Member of ASRS.

**Interested candidates should submit the following via e-mail to [employment@goasa.org](mailto:employment@goasa.org):**

- o Cover letter, resume, three letters of reference, and the [ASA Application for Employment](#) found on the website.

*ASA is an equal opportunity employer. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, or veteran status is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.*