

JOB POSITION: PARAPROFESSIONAL**SUBJECT:** N/A**GRADE:** K-8**TYPE:** INSTRUCTIONAL**F/T OR P/T:** FULL-TIME**START DATE:** 2024-2025

PARAPROFESSIONAL

Cresthaven Academy Charter School exists to provide a comprehensive education to our scholars that develops the whole child through academic excellence, physical wellness, emotional health, and character enrichment. Our school is built on the belief that all children, regardless of race or economic status, can succeed when given equal access to a high-quality education. Each of our scholars will be empowered to overcome challenges and equipped to sustain their success in school and beyond.

Cresthaven Academy Charter School opened in August 2016 with 75 kindergarten scholars, and adds a grade each academic year until we are a K-8 school. All Cresthaven Academy scholars receive access to the best educators and resources, serving to actualize each child's potential and setting them on the path to college. Cresthaven Academy Charter School is supported by Cresthaven Academy Foundation, a 501(c)(3) non-profit organization. The Foundation exists to support the school and teaching staff in all things outside of classroom instruction, reducing the risk of burnout and raising academic standards by allowing educators to focus on their scholars. Together we incorporate comprehensive support for scholars and families into the education model, including an afterschool program, in order to inspire excellence in character, identity, and academics in each child.

Cresthaven Academy is focused on supporting excellent teaching that closes the achievement gap. We recognize that teachers are the most important in-school factor contributing to student achievement. We also value leadership and support staff because they facilitate, encourage, and help to foster the developmental growth of scholars to achieve physical, social and mental well-being by providing quality care and expertise in their respective roles.

We're looking for a Paraprofessional to promote the attainment of students' developmental goals and objectives (learning, behavior, and social) as identified in the Individualized Education Plans (IEPs).

Responsibilities:

1. Under supervision of the Director of Special Education, works with one or a small group of scholars with educational disabilities to reinforce materials and skills.
2. Assists the teacher in devising strategies for reinforcing cognitive, behavioral and social skills based upon a scholar's needs, interests, and abilities.
3. Depending on the assignment, works closely with the scholar and the teacher to promote desirable behavioral changes.
4. Assists with the supervision and facilitation of large group activities.

5. Alerts the teacher to any problems or special information about individual scholars.
6. Assists with the supervision of scholars during fire drills, assemblies, play periods and field trips, etc.
7. Assists scholar(s) with physical tasks such as putting and taking off of outerwear, moving from room to room, using the lavatory, diapering, and other tasks, as necessary. Ability to physically lift students is required.
8. Assists scholars in developing self-help skills, promoting their independence and confidence.
9. Distributes books, provides constructive scholar feedback, supervises testing, and performs other duties as assigned.
11. Establishes, as fully as possible, a supportive relationship with the scholars without fostering or encouraging intense emotional involvement.
12. Maintain respect and confidentiality for all scholars.
13. Participates in in-service training programs, as assigned.
14. Carries out classroom and non-classroom responsibilities, as assigned.
15. Performs other duties as assigned by the building administrator or his/her designee

QUALIFICATIONS

1. Valid New Jersey Substitute Teacher or NJDOE Instructional Certificate
2. Minimum of 60 college credits from an accredited college/university
3. Knowledge of child growth and development and appropriate classroom practices
4. Good oral communication skills
5. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Trustees
6. Required criminal history background check and eligibility to work in the United States
7. All applicants must meet NJ Residency requirements as per "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

This position may require:

- Exposure to temperature variations and wet conditions.
- Walking and working on uneven and slick surfaces.
- Reaching above and below shoulder height.
- Frequent excessive standing during assigned work day.
- Frequent requirement to lift, carry, push, pull, sit, stand, walk, reach, crouch, climb, balance, kneel, and stoop.
- Cresthaven Academy offers a competitive salary and benefits, commensurate with experience and skills. Cresthaven Academy Charter School is an equal opportunity employer.

Candidates under final consideration will need to be able to pass a criminal history background check, and provide documentation of medical clearance (TB/Mantoux testing).