



# SPECIAL EDUCATION PARAPROFESSIONAL

### ASSIGNMENT:

Location: 3216 East 29<sup>th</sup> Street, Minneapolis, MN 55343

Full-time equivalent (FTE): 0.6 – 1.0

Date Available: As soon as possible

Closing Date: Position will close when filled

### ABOUT:

Bdote Learning Center is an elementary K-8, public charter school located in Minneapolis, MN. We are a year-round Dakota and Ojibwe language immersion school. We strive to develop a love of lifetime learning, language, and culture, and to create a college preparatory path for all students.

### JOB DESCRIPTION:

Bdote Learning Center seeks a Special Education Paraprofessional who is passionate and dedicated to providing excellent academic support and behavioral management to special education students, among other duties. Ideal candidates have experience with Native American culture and language and experience working with elementary and/or middle school students.

### JOB DUTIES & RESPONSIBILITIES:

- Provide support services to children with disabilities and assist BLC staff to facilitate educational functions and other services that maintains a safe and productive learning environment, sensitive to the needs and legal rights of students.
- Assist students in learning processes through reinforcement of positive behavior, individual instruction, socialization and good communications. work with students to improve personal skills and reinforce classroom learning.
- Monitor student activities, promote respect, explain and practice social norms, explain disciplinary consequences, de-escalate personal confrontations, provide student breaks if included in plan.
- Maintain daily behavior documentation, learn the student identification system, record written observations, and any other anecdotal information files for Individualized Education Program (IEP).
- Monitor student work, assist with work modifications, correct papers and transition students for medications, meals, buses, specialist appointments, and classes.
- Attend to and provide for students' daily hygiene, personal and health related cares, as directed by licensed staff.

### QUALIFICATIONS:

- Able to pass a background check.
- Genuine regard for the well-being of students.
- Physical ability to lift 50 lbs. and keep up with the kids.
- Two years' experience working with elementary or middle school aged children is preferred.
- Ability to work as a team.
- Preferred experience with Dakota and/or Ojibwe language and/or willingness to learn.
- Completion of 60 college credits OR an associate's degree (AA) OR a passing score of 460 (or higher) on the ParaPro Assessment AND either a high school diploma or a GED certificate (For more information on the ParaPro Assessment, contact Educational Testing Service at 1-800-772-9476 or [www.ets.org/parapro](http://www.ets.org/parapro))

### WAGES & BENEFITS:

Competitive wages and benefits. Salary rate is \$15.00 per hour and upward dependent on language level, education, and experience. Benefits include paid leave, employee health insurance, dental insurance, and short-term disability insurance.

### APPLY:

Find documents at [www.bdote.org/jobs](http://www.bdote.org/jobs) and submit (1) Employment application, (2) Cover letter, (3) Resume, (4) List of three professional references and reference form, & (5) Background check to [info@bdotelearningcenter.org](mailto:info@bdotelearningcenter.org).

### COMMITMENT TO DIVERSITY:

Review of applications will begin immediately and will continue until the position has been filled. We are looking to fill this position quickly. Bdote Learning Center is an Equal Opportunity Employer and does not discriminate among applicants based on race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status.