

Job title: ELL Paraprofessional

Department: Foreign Language

Reports to: ELA Instructor

Effective date: October 2021

Job Type: Full time

Schedule: 8:00am-3:30pm

Western School of Science and Technology: A Challenge Foundation Academy exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the new, global, technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

Here's what we're primarily looking for in a team member:

- Strong commitment to our college-bound mission and core values (Achievement, Innovation, Respect, Responsibility, Relevance)
- Passion for working with families living in low-income urban Phoenix communities

Benefits

We believe that our staff members are at the heart of carrying out the mission of Western and we have sought and will continue to seek to add to the list of benefits offered to our staff.

- Free employee medical insurance*
- Free employee dental insurance*
- Free employee vision insurance*
- Free mental health supports dental
- Qualification for 3% employer-match safe harbor 401(k).
- Bonuses awarded yearly based on performance and longevity
- \$250 toward personalized professional development.
- School Laptop

The following are the critical skills, beliefs, and experiences requisite of an effective team member at Western: CFA:

- High School Diploma or equivalent
- Spanish Preferred
- Experience with Google Doc / Microsoft Word
- Valid State of Arizona "IVP" Fingerprint Clearance Card (or acquired prior to employment)
- Excellent communication skills (written and spoken)
- Demonstrates taking personal ownership for his or her own development; growth mindset
- Preference will be given to individuals who have experience working in the target community or in a demographically-similar community and prior experience in a similar role.

Job Summary (General Description)

ELL paraprofessionals work with English language learners in preschools, elementary schools, middle schools and high schools. They mainly play a supporting role to certified ELL teachers in helping students learn English.

Duties and Responsibilities:

- Assisting students in achieving academic success
- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers tests, homework assignments, make up work, etc. for the purpose of supporting teachers in the classroom.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Communicates with teachers and other personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Monitors individual and/or groups of students in a variety of settings (e.g. restrooms, hallways, cafeteria, assemblies, field trips, etc.) for the purpose of maintaining a safe and positive learning environment.
- Promotes good study habits and student independence for the purpose of improving the quality of student outcomes
- Any and all other duties as may be assigned per the ELL Director.
- Filing & clerical duties
- Scheduling meetings & family outreach

Veterans, Teach for America alum and WSST Alumni are encouraged to apply
Western: CFA is an equal opportunity employer.