

POSITION DESCRIPTION
 UMN NXT GEN Teach Apprenticeship
 Paraprofessional (Apprentice Teacher)

SECTION I: GENERAL INFORMATION

Position Title: UMN NXT GEN Teach Apprenticeship Paraprofessional (Apprentice Teacher)	Department: Special Services
Immediate Supervisor's Position Title: Director of Special Services	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Paraprofessional Unit
<p>General Summary of Purpose Of Job: As an Apprentice Teacher in District 709, you will directly support students under the guidance of a tenured Tier 3 "Journey Worker" teacher. This role involves simultaneously serving as a paid district paraprofessional and enrolling as a full-time University of Minnesota student, earning licensure in Academic and Behavioral Strategist (ABS) or Early Childhood Special Education (ECSE). Apprentices will learn directly from experienced educators while applying theory to practice, preparing them to make a significant impact in District 709 classrooms.</p> <p>Apprentice Responsibilities:</p> <ul style="list-style-type: none"> • Commit to a two-year term, with a pay increase in year two. • Follow the Gradual Release of Responsibility model, progressively taking on more instructional responsibility. • Meet University expectations, including a minimum grade average of B- or better and consistent attendance in online sessions. • Adhere to District 709 employment expectations, maintaining a 90%+ work attendance rate. • Attend all required professional development and professional responsibilities (e.g., PLC meetings, conferences, staff meetings) with the Journey Worker. • Submit a strong personal statement demonstrating program alignment (clarity, passion, alignment with program goals). • Maintain a record of satisfactory past performance evaluations (if applicable). • Benefit from a dedicated support system, including mentorship from their Journey Worker Teacher, guidance from University of Minnesota faculty, and a supportive cohort of peers. 	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (Duties as assigned to all paraprofessionals and under the guidance of and in collaboration with a Journey Worker teacher)
1.	Assist in the instruction of students by providing support and practical training across various subjects.
2.	Implement instructional plans and assist with curriculum adaptation/modification as directed.
3.	Provide small and whole group instruction to students, engaging them in learning activities.
4.	Support students' specific needs, which may include redirecting behaviors, assisting with physical movement, diapering/toileting, preparing/feeding, and supervising students during transitions or outings.
5.	Assist in creating a classroom environment conducive to learning, including organizing materials and assisting with classroom activities.
6.	Monitor and document educational progress of students, performing evaluations of needs and recording data pertinent to Individual Educational Plans (IEPs)

7. Prepare lesson plans using the UMN template for formal observations and lead teaching events, submitting them to the university supervisor and Journey Worker as required.
8. Maintain their own attendance, grades, and other required records for the program.
9. Maintain confidentiality regarding students and the educational setting at all times.
10. Promote a safe and productive learning environment by effectively communicating student needs with other staff.
11. Adhere to District 709 and University of Minnesota calendars and established daily schedules, arriving on time and prepared.
12. Build and maintain positive relationships with cohort members, Journey Workers, instructors, and UMN staff.
13. Ensure all conversations about students and classes are objective, confidential, and for job-related purposes.
14. Respond to emails and phone calls within 24-48 hours from program staff, Journey Workers, and parents.
15. Adhere to all District 709 policies.
16. Completion of any required training necessary for the position.
17. Other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:

	High school diploma or GED.
X	Degree Required: AA, AS, or AAS degree (or higher) with a 2.7 GPA or acceptance into the UMN NXT GEN Teach Apprenticeship program.
	Required Work Experience in Addition to Formal Education/Training:
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

- Prior education assistant/paraprofessional or teaching experience.
- Experience working with individuals with disabilities.
- Experience and/or training in behavior management.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:

None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

- Strong communication and interpersonal skills.
 - Ability to maintain confidentiality.
- Demonstrated ability to:
- learn the modern methods, principles and practices of education.
 - learn the content, methods and materials appropriate to the level and area of instruction
 - learn the theories and principles of child growth and development.
 - learn to plan and prepare lessons.
 - learn to select and organize curriculum content and apply appropriate instructional methods.
 - learn to develop materials for use in instructional programs.
 - learn to use and apply audio-visual methods and materials to classroom situations.
 - establish and maintain effective working relationships.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: lbs.				
Up to 10		√		
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:**Work can be generally characterized as:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by TS 5/2025

Board Approval:

Reviewed/updated:

Reviewed/updated: