

INDEPENDENT SCHOOL DISTRICT NO. 676

P.O. Box 68
110 Carpenter Avenue East
Badger, Minnesota 56714-0068
Phone (218) 528-3201 Fax (218) 528-3366 www.badger.k12.mn.us

Elementary Special Education Paraprofessional
with Personal Care Assistant experience preferred

Regular part-time 7.25 paid hours per school day on duty from 8:00am to 3:15pm
Days of service include school days Monday through Friday

For your convenience, there are three ways interested candidates may apply:

1. Interested candidates should access, print, and complete an application that can be found at:

www.badger.k12.mn.us
>click on "About Us"
>click on "Employment Opportunities"
>click on "Badger School Non-certified Application"

2. Interested candidates may stop in-person at the school office to pick up an application to be completed at:

Badger Community School
110 Carpenter Avenue East
Badger, MN 56714

3. Otherwise, interested candidates may send a cover letter of interest, résumé, copy of college transcripts, and contact information for three references or three signed letters of reference (preferably within the last 24 months) emailed to kricke@badger.k12.mn.us or sent by postal mail to:

Badger Community School
P.O. Box 68
Badger, MN 56714

Please contact one of the following if additional information is necessary:

Leah Hasson, Business Manager and Human Resources: lhasson@badger.k12.mn.us

Kevin Ricke, Superintendent and Principal K-12: kricke@badger.k12.mn.us

Date of Availability: As early as August 29, 2023

Application Closing Date: Open until filled; prompt application encouraged

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Help make a difference in a child's educational experience through a rewarding career as a paraprofessional. These paraprofessional position will assist our students in their academic growth following the direction and guidance of the teachers and special education professionals. Special Education paraprofessionals work directly with students to achieve their goals and provide support based on their Individual Education Plan (IEP) needs.

Required Job Qualifications: A paraprofessional must have a high school diploma or GED as well as complete a pre-employment criminal history background check.

Minimum Qualifications: High School Diploma or equivalent. Ability to work effectively with students with disabilities. Good communications, interpersonal and recordkeeping skills. Ability to work cooperatively with students and staff. Ability to take direction. Ability to maintain regular attendance, which includes completing an assigned day. Must be able to lift a minimum of 40 pounds. Ability to perform position responsibilities, including physical factors, work devices, materials handling, data functions and people functions, but not limited to: toileting, feeding and self care procedures, implementing behavioral management program; maintaining student data; working with students who may display aggressive, abusive or inappropriate verbal and/or physical behavior. Must be physically working in the building.

Preferred Job Qualifications, but not required: Experience working with children and current valid driver's license because additional hours may be available for transportation support. Personal Care Assistant certification and/or experience preferred. A highly qualified paraprofessional would meet ONE of the following criteria or the willingness/ability to obtain ONE of these areas in the future:

- (a) sixty credit hours of post-secondary education, or
- (b) an associate's degree, or
- (c) achieve a passing score on the ParaPro Assessment. The district is willing to help new hires obtain their paraprofessional certification.

Candidates with either two-year degrees or four-year degrees (or higher) are also encouraged to apply. The district is also willing to help new hires with a post secondary degree obtain a substitute teacher license while serving as a paraprofessional.

Wages and Benefits: Dependent on experience, education as well as the terms and conditions of employment per ISD 676 Non-Certified Staff Agreement covering paraprofessionals. This paraprofessional position is eligible for Minnesota Public Employee Retirement Association (PERA) public pension fund, Paid Time Off (PTO) leave as well as may be eligible for summertime unemployment.

Desired Skills: The successful candidate demonstrates...

the ability to recognize, show interest, and respect the needs of students and families; the ability to help students with their goals and accommodations directly related to their IEP and disability services; the ability to take direction of supervising special education teachers, general education teachers or service providers;
the ability to model and reinforce appropriate verbal and interpersonal behavior;
the ability to assist in providing a safe and respectful learning environment for students;
the ability to keep information confidential; the adaptability and flexibility to work in various environments;
plus the willingness to expand skills related to computer technology, math and reading.

Essential Functions:

Project a positive image of service and professionalism as a representative of school district;
maintain consistent attendance to secure trust and relationships with students;
understands and follows confidentiality requirements and special education requirements;
support the student during classroom activities;
participate in training and other duties as assigned or apparent.

Duties: Assists in the instruction of students with disabilities in mainstream, resource room or other settings. Although the job duties vary due to the age or level of disability, job duties may include:

- managing behavior (redirecting, calming or removing a disruptive student from the classroom)
- monitoring and recording student progress in instructional areas (academics, daily living skills, dressing, grooming, social skills, etc.)
- managing physical needs (toileting, feeding, dressing, lifting, positioning, transporting students in wheelchairs, etc.)