

Special Educational Assistant Position

Seven Hills Preparatory Academy (“SHPA”) is a K-8 public charter school with campuses in Bloomington and Richfield. SHPA is committed to providing an excellent learning environment by engaging students in a rigorous, content-rich curriculum with an emphasis on Classical, liberal arts education. SHPA promotes character and social development while embracing the individual needs of each student. SHPA has been recognized as a High-Quality Celebration School and given a CSP Replication Grant by the MDE for its success in student growth and proficiency and its progress toward closing achievement gaps.

Seven Hills Preparatory Academy seeks a Special Educational Assistant/Paraprofessional who is passionate and dedicated to providing excellent academic support and behavioral management to students in the elementary setting. Ideal candidates have experience and/or training providing special education services and are familiar with the Core Knowledge Curriculum and committed to the Classical Education model that promotes character development within a liberal arts learning environment. We are most interested in individuals who are positive and innovative self-starters willing to work hard and maintain an attitude congruent with the mission and vision of the school. The capacity to be a positive and creative, collaborative and enthusiastic member of our school community is essential.

Duties and Responsibilities of the Position:

- Assists with individual or small group instruction
- Assists teacher in monitoring students, maintaining order, discipline and attending to individual student needs
- Assists teacher in preparing instructional materials and in setting up special projects in the classroom
- May include recess supervision duties
- May include lunch supervision duties
- Ability to be flexible with schedules and student assignments
- Communicates in an age-appropriate manner with students, communicates daily with teaching staff and director
- Performs tasks such as student attendance reports, maintenance of student records and preparation of materials for distribution to parents
- Performs other related duties as assigned by the teacher or director

Seven Hills Preparatory Academy has the following positions opened for the 2019-2020 school year:

1.0 FTE Special Educational Assistants-Richfield Campus

Interested candidates should submit the following:

- Cover letter
- Resume
- Two References

Email: Kate Docken, Special Education Director, employment@shpamn.org

Review of applications will begin immediately and will continue until the position has been filled. Seven Hills Preparatory Academy is an Equal Opportunity Employer and does not discriminate among applicants on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status.