



UTOPIAN

ACADEMY FOR THE ARTS

TALENT & RECRUITMENT DEPARTMENT

www.utopianacademyforthearts.com

talent@utopianacademy.com

JOB TITLE: Middle School Special Education Paraprofessional
(2021-22 SCHOOL YEAR)

About Utopian Academy for the Arts:

Utopian Academy for the Arts is an independent public charter school network serving elementary and middle school children and families throughout Clayton County, GA. The Utopian Academy for the Arts Middle School was approved by the State Charter Schools Commission of Georgia and operates as a Local Education Agency. The rationale for the enrollment plan for Utopian Academy for the Arts is to provide a significant educational benefit of having gender-based classroom environments, Saturday School, and classes in the fine, dramatic, and media arts for students in Clayton County, GA.

The Role

Our greatest instructional strategy is our human capital. More than any other variable in education-- more than curriculum or supplies—our faculty and staff matter. Effective teachers who are continually learning and setting high expectations are the key to student academic achievement and success. At Utopian Academy for the Arts Middle School, we believe that students will rise to meet the high expectations set by our team of educators.

A special education paraprofessional, under general supervision, provides assistance to a classroom teacher, performing a variety of tasks relating to the physical and instructional needs of students in a classroom setting; assists in the implementation of instructional programs, including self-help and behavior management as well as instruction. The special education paraprofessional performs related duties as required or assigned.

Expectations:

- Assist in the educational and social development of students under the direction and guidance of the facilitator and classroom teachers;
- Assist in the implementation of Individual Education Plans for the students and monitor their progress;
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities;
- Work with other professionals, such as speech therapist, social worker, occupational and physical therapists;
- Assist classroom teachers with maintaining student records;
- Support students with emotional or behavior concerns and assist them in developing appropriate social skills;
- Assist in the preparation and display of student work;
- Assist classroom teachers with copying items to support teaching.

Qualifications:

- Be at least 18 years of age;
- Have a high school diploma;
- Be capable of physically assisting students with special needs as required (positioning, lifting, transferring, restraining, etc.);
- Have demonstrated ability to work effectively under the direction of others;
- Have demonstrated ability to work cooperatively with others;
- Have willingness to assume any responsibilities appropriate for the position;
- Support the Mission Statement of the UAFA Charter Network;
- Behave and speak in a professional manner at all times;
- Set a good example in terms of dress, punctuality, and attendance;
- Attend staff and team meetings;
- Demonstrated ability to work effectively as a team member;
- Demonstrated organizational ability.

HOW TO APPLY:

Application and materials should be submitted electronically by the preferred deadline of March 12, 2021 to talent@utopianacademy.com **“Middle School-Special Education Paraprofessional”** should be labeled in the Subject Line of your message. Applications will be reviewed on a rolling basis.

- Completed Application for Employment including:
- Cover letter / letter of interest defining your strengths in your subject matter, including your experience with supporting a charter school, or arts integrated school. Please cite specific and measurable examples from your practice that make you a fit for our Special Education Paraprofessional position
- Resume