

**Job Title:** DES Paraprofessional

### **About Utopian Academy for the Arts School**

Utopian Academy for the Arts is the 2023 Georgia Charter School of the Year! The mission of Utopian Academy for the Arts is to develop, through a structured and supportive environment, academic and artistic students to enter and to succeed in the global society with proficiency to enroll in a college, university, or specialty school of their choice. Utopian Academy for the Arts is the only public charter school network in Georgia to offer a comprehensive educational program in the dramatic, media, and creative arts. Our educational model leverages the positive effects of arts education to engage and inspire students, develop their academic and artistic potential, and prepare them to be leaders in their communities.

The Utopian Academy for the Arts was founded in 2013 as the first state-approved charter school by the State Charter Schools Commission of Georgia to expand public school choice options for families that reside in Clayton County, GA. Recognizing its unique approach and access to arts-based education, the Clayton County Public Schools System subsequently approved the vertical expansion to add the Utopian Academy for the Arts Elementary (est. 2020) and Utopian Academy for the Arts High School (est. 2022). In 2023, the charter school network launched its second state-approved middle school, Utopian Academy for the Arts - Trilith, which features a state-wide attendance zone in Fayette County, GA.

### **Job Overview**

Utopian Academy for the Arts is seeking a self-motivated DES Paraprofessional to support teachers in meeting the educational, behavioral, and social-emotional needs of students with disabilities in the classroom and community. **This position reports to the School Principal and will be assigned to be physically present in the school building location.**

### **MINIMUM REQUIREMENTS:**

- **CERTIFICATION:**
  - Current GA Paraprofessional Certificate; **OR**
  - High School Diploma or equivalent GED AND passed GA paraprofessional assessment; **OR**
  - Associate's degree or completed 2 years of study at an institution of higher education.
- **EDUCATION:**
  - High School Diploma or equivalent GED required
- **WORK EXPERIENCE:**
  - Work experience gained through education and certification/license requirements.
  - Two (2) years of experience with children preferred.
- Available for face-to-face instruction within the school building with students present.

### **Professional Expectations:**

- Basic knowledge of childhood growth and development.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching.

- Demonstrated ability to effectively supervise children.
- General knowledge of academic subjects relevant to position assignment.
- Computer proficiency and ability to work effectively in an in-person learning environment.
- Demonstrated ability to communicate effectively and follow instructions.
- Demonstrated ability to work well with students, staff, and parents in a professional manner.
- Ability to be flexible and adapt as needed between various in-person learning environments
- Knowledge of school safety & security procedures.
- Excellent writing and communication skills.
- Ability to work under pressure and meet deadlines.

### **Essential Duties:**

- Supports teachers in meeting the instructional, educational, behavioral, and social emotional needs of students with disabilities in the classroom (in-person) and community.
- Provides small group and/or individualized instruction to students with disabilities in accordance with the students' IEP and the supervising teacher's lesson plans.
- Collects instructional and behavioral data for all objectives being taught for each student.
- Supports implementation of Behavior Intervention Plans for students with disabilities.
- Communicates proactively with teachers to inform them of student issues and conversations with parents.
- Responds to emails and phone calls from school leaders and teachers in a timely manner.
- Assists during standardized testing to support state and local testing processes and policies as requested.
- Assists with the preparation of daily lesson plan materials and makes copies of materials for students (print or electronic).
- Assists with distribution of food, supplies, materials, and equipment, including technology.
- When in a school-based learning environment, monitors students' movement throughout the building to other classrooms, learning areas, and cafeteria.
- Assists students with classroom and cafeteria clean up and wiping down surfaces to uphold sanitation standards as required for a safe school environment.
- Assists administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
- Assists students as necessary with physical needs, including feeding, toileting, lifting, and mobility.
- Assists students with healthcare procedures, including hygiene and medications as needed for daily care.
- Assists students with assistive technology devices, including communication devices, switches, and orthopedic devices needed for sitting, walking, or standing.
- Engages in professional learning opportunities in person.
- Required to have prompt, regular attendance in person and be available to work on-site, in-person during regular business hours.
- Performs other duties as assigned by an appropriate administrator or their representative.

Job Type: Full-time