**Job Title:** Paraprofessional/Aide (Fall 2023)

**The Mission:** The Anchor School is a village of educators, families, and community members that partners with 6th through 12th grade students who are developing the knowledge, skills, and confidence they need to thrive in school and beyond. Through our commitment to excellent instruction, community partnerships, and holistic student development, we cultivate anchors that build a more just and equitable future.

**Role & Responsibilities**

We are seeking a passionate, detail-oriented, mission-driven, paraprofessional or aide who is great with people and understands that the foundation of a great school starts with great instructional leadership in the classroom. The Anchor School is committed to our students and families who expect a safe and supportive learning environment where all students can thrive. Our teachers and aides create classroom cultures that drive student success, support holistic student development, facilitate personal growth, and nurture a sense of safety, security, and confidence in every one of our students. The Anchor School is redefining what is possible for adolescents in the metro Atlanta region. Your job is to grow as an educational leader every day – and to translate that growth into student growth through your curriculum and instruction. By joining our team, you become part of a village of educators, families, and community members who want to partner with 6th-12th grade students as they develop the knowledge, skills, and confidence they need to thrive.

At a minimum, the responsibilities of Paraprofessionals and Aides shall be:

**Student and Teacher Support**

- Provide individualized instruction to students with disabilities in accordance with the supervising teacher’s lesson plans;
- Collect instructional and behavioral data for all objectives being taught for each student;
- Monitor students before and after school and during non-instructional transition periods;
- Supervise students closely during breakfast and/or lunch and/or recess and/or getting off the bus;
- Assist students as necessary with physical needs including fine motor skills and mobility;
- Assist students with assistive technology devices, including orthopedic devices needed for sitting, walking, or standing;
- Perform other duties as assigned by classroom teacher or appropriate director;

**Compliance**

- Commit to deliver on the strategic goals of the school.
- Eagerly engage in a learning community that prioritizes daily professional development.
- Adhere to all requirements outlined in personalized plans for student success (i.e. IEP, 504 Plan, Individualized Graduation Plan).

Paraprofessionals and Aides may perform other duties that support students of The Anchor School. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Start Date:** July 17th, 2023
**Starting Salary Range:** $15,000 – $45,000 (role dependent)

**Other Benefits:** We offer a competitive compensation package and comprehensive health benefits. Our employees are eligible for Teacher Retirement System of Georgia (TRS) membership in accordance with Georgia law. All staff members are equipped with the tools needed to succeed, including relevant and quality professional development, laptop computer, email, and all necessary supplies.

**Reporting Structure:** Paraprofessionals and Aides report directly to a Director-Level position (depending on their department).

**Hours:** This will be a full-time position starting in July of 2023.

**Qualifications:** The ideal candidate has an advanced degree in education, the content area, or some other related field and full-time classroom experience in a school setting (i.e. teaching, student teaching, teacher residency). The candidate must be able to demonstrate alignment to the mission and vision of the school, a commitment to community stakeholder engagement, and an entrepreneurial style of leadership in the founding years of the school.

- A commitment to The Anchor School and its values; an understanding of The Anchor School's mission and unwavering commitment to fulfill it;
- An expectation that all students achieve at high academic levels;
- A high level of personal integrity and professionalism;
- Associates Degree, 2 years of college credit (minimum of approved 60 semester hours or 90 quarter hours) OR passing score on the GACE Paraprofessional Assessment Test;
- Highly organized;
- Strong communicator and collaborator;
- Able to problem solve and think creatively about establishing systems and structures for new school;
- Able to coordinate multiple moving parts, and multiple tasks, on a daily basis;
- Background check passed, required.

**Equal Employment Opportunity:** The Anchor School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**Next Steps:** Email a resume and cover letter to Josh Pinto Taylor at joshpintotaylor@anchorschool.org. Applications are reviewed as they are received, and candidates are encouraged to apply as soon as possible. For more information, please visit our website: www.anchorschool.org.