

PUENTE Learning Center
Charter Special Education Paraprofessional

PUENTE Learning Center, a nonprofit, nonsectarian educational organization, is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 3 to 80+ including Digital Innovations, English as a Second Language, Adult High School Diploma, an award-winning Preschool and Charter Elementary School, and after-school and summer programs. PUENTE is proud to be part of the Boyle Heights neighborhood, a primarily immigrant community, having served over 100,000 students in our over 35-year history.

PUENTE Charter School is a program of PUENTE Learning Center. The Charter School offers elementary grade-level students a family-centered, technology-based learning experience designed to help children meet and exceed Common Core State Standards mastery and build a solid foundation for lifelong academic achievement.

Responsibilities

The Special Education Paraprofessional in the PUENTE Charter School will work in a community where children, parents, teachers and administrators are actively involved as partners in teaching and learning. Special Education Paraprofessionals will assume responsibilities including, but not limited to, the following:

Educational

- Works closely with the Director of Special Education and Charter staff to offer children a standards-based, stimulating and nurturing program and environment that meets student's individual and group needs.
- Works with the Director of Special Education and other instructional staff to develop a curriculum that aligns with California Content Standards and the school's charter.
- Work with Teachers and other Paraprofessionals to assess individual student learning needs and evaluate student outcomes.
- Participate in a team education approach.
- Utilize innovative strategies to motivate children at every level of the learning spectrum.
- Demonstrate appreciation for and sensitivity to the diversity among individuals and the unique learning needs of each individual student.
- Professional Development
- Model and promote positive interpersonal communication and problem-solving skills.
- Assume responsibility for professional growth which may include, but is not limited to, attendance at conferences, meetings, observations and in-service training.
- Demonstrate and encourage creativity, flexibility and teamwork.
- Support the Director of Special Education in developing lesson plans
- Assist classroom teachers and support staff with behavior interventions as needed.
- Assist teachers in the implementation of Individualized Education Plans (IEPs) ·

- Under the supervision of the Director of Special Education, lead small student groups
- Maintain student records.
- Assist with data collection
- Perform clerical tasks to fulfill compliance
- Perform other duties as assigned

Consultation

- Participate in parent-teacher conferences as needed.
- Oversee student drop-off and pick-up procedures to ensure student safety.
- Supervise students during lunch periods as needed.
- Participate in teacher team meetings to ensure consensus and unity in meeting charter goals.
- Leadership
- Act as a role model and resource for students and other staff members.
- Demonstrate and encourage creativity, flexibility and teamwork.
- Be willing to assume responsibilities outside of the classroom in order to fulfill the vision of the charter.

Qualifications

- A bachelor's degree is required.
- Applicants should be technology literate and comfortable incorporating technology into instructional programs.
- Bilingual (English-Spanish) candidates are preferred.
- Must have an interest in becoming part of a small, dedicated team that works to meet rigorous academic outcomes, take part in parent-participation projects, cooperate in a variety of school-community events and assume responsibilities both within and beyond the classroom.
- Available for occasional evening and weekend hours may be required to participate in school functions and to attend a variety of meetings.
- Salary commensurate with experience.
- At minimum, one year of Special education experience
- Welligent experience preferred.

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at tesa@puente.org.

No phone calls please.

Review of applications will begin immediately.