



**Job Title:** Special Education Paraprofessional  
**Start Date:** Immediately  
**Location:** 300 Industrial Blvd NE, Minneapolis, MN

Northeast College Prep (NECP) is a diverse, Kindergarten – 8th-grade public charter school with approximately 380 students. Our mission is to ensure strong academic, social-emotional, and talent development in every member of our diverse student body, thereby positioning each student for college graduation, career success, and positive community impact.

Founded as a diverse school committed to both strong academics and social-emotional learning, our curious students learn about themselves and the world around them. All students take Art, Spanish, Arabic, and Physical Education. Social-emotional learning lessons are explicitly taught and woven throughout the day and we partner with community organizations to develop each students' unique talents.

**Working at Northeast College Prep:**

The Special Education Paraprofessional will support students with IEPs in the general education, specialists and Setting 3 classrooms. They will work one on one or in a classroom supporting multiple students. Small group teaching may also be a part of this role.

In addition to providing direct student services, Paraprofessionals will collaborate with NECP staff to reinforce our school's core convictions, including modeling and explicitly teaching social-emotional skills. The position will also include contributing to our school wide cleaning procedures to maintain staff and student safety according to COVID-19 protocols.

We are a Responsive Classroom school that believes in restorative practices and teaching intrinsic motivation (i.e. we don't use extrinsic motivation like candy or public behavior charts to motivate students) so that students do the right thing even if no one is watching.

NECP exists to ensure that all children have access to an education that will help them to maximize their options in life, thereby contributing to a more just society. Our students and their families speak 14 different primary languages. About 50% qualify for English Language Learning services and about 90% qualify for free or reduced lunch.

Our special education team consists of an on site Special Education Coordinator, 5-6 Special Education Teachers, 11-13 Special Education Paraprofessionals, a Special Education Substitute, a Special Education Behavior Specialist, and a Special Education Clerical. NECP serves students with IEPs at federal settings I-III. There are students in grades K-8th who have met special

education eligibility under the disability categories of Specific Learning Disability (SLD), Speech-Language Impairment (SLI), Developmental Cognitive Delay (DCD), Developmental Delay (DD), Emotional Behavior Disorder (EBD), Autism Spectrum Disorder (ASD), and Other Health Disability (OHD).

**The ideal candidate will:**

- Fully embrace our mission, vision, and core convictions.
- Have a demonstrated record of success as a teacher, paraprofessional, tutor, or youth worker.
- Be seeking to truly be a part of a *team* working together to close the opportunity gap; this means being coachable, being a learner, always seeking to improve, and being comfortable giving and receiving constructive feedback.
- Be interested in our key curricular and instructional programs: Responsive Classroom and ENVoY/Catalyst.
- Be calm and patient while also able to hold students to high academic and behavioral expectations.

**Key Responsibilities include but are not limited to:**

- Articulate the mission and vision of Northeast College Prep to students, parents, and the greater community.
- Help to promote and maintain a professional environment.
- Implement and support the school-wide approach to classroom management and discipline.
- Participate in ongoing coaching and professional development with a willingness to integrate coaching feedback and new learning into practice.
- Work one-on-one and with small groups on interventions in math and/or reading.
- Exhibit positive rapport with students.
- Implement approved, evidence-based interventions adopted by NECP with fidelity.
- Plan, track progress, and work relentlessly with our students who have gaps in their academics.
- Use assessment data (including standardized test data) to make instructional decisions.
- Prepare and maintain appropriate records and progress reports.
- Establish and maintain strong communication lines with all parents/guardians.
- Follow a schedule and be flexible with some scheduling needs based on staffing each day.
- Support the school with tasks that help the school achieve its' mission during times not assigned to work directly with students (i.e. helping with clerical, cleaning and maintenance tasks on a student-free day)
- Be prompt and punctual, including arriving on time to assigned arrival and dismissal duties.

**Required Qualifications:**

- 2 years of post-secondary education (60 credits) completed **or** ability to pass the state required paraprofessional test
- Excellent verbal and written communication skills
- Ability to work with diverse student populations
- Ability to work in the United States

**Preferred Qualifications:**

- Licensed elementary teacher in the State of Minnesota
- Four year college degree
- Experience working with an urban and/or ESL population
- Demonstrated success working with diverse student populations
- Fluency (ideally) or proficiency in Spanish, Somali, Arabic, Oromo, or Hmong

**Compensation:** A competitive salary and full benefits will be offered.

**Application Process:** To apply, please fill out our online application located at [www.bit.ly/NECPApplication](http://www.bit.ly/NECPApplication). If applicable, college transcripts may be requested later in the hiring process. Applications will be reviewed on an ongoing basis until the position is filled.

Northeast College Prep is an equal opportunity employer and an organization that values diversity, equity, and inclusion. People from all diverse backgrounds are strongly encouraged to apply. If you have questions or concerns, reach out to [hiring@northeastcollegeprep.org](mailto: hiring@northeastcollegeprep.org).