



**Horizons K-8 School  
Paraprofessional Educator  
2018-19**

**Job Vacancy:** Para Educator  
**Position Description:** Part time hours vary from approx. 16 hours per week  
**Application Deadline:** Open until filled  
**Effective date of hire:** August 2018

**Summary:**

Horizons K-8 School, located in south Boulder, has a rich history of academic excellence. The Horizons community takes great pride in attending to the whole child through an atmosphere of respect, responsibility, safety and kindness throughout the school. A consistently high-performing school, Horizons emphasizes multi-age groupings, full inclusion, service learning, teacher-guided student choice, community building, authentic and active learning experiences, outdoor education, use of technology, and student performances. Our 340 students are in classes of 18-19 with exceptional teachers. The school is governed through a concordance model that includes faculty, staff and parents. Portfolio-based assessments and student-led conferences replace traditional report cards and grades.

Our mission is to guide students to become self-directed learners and community contributors in a respectful learning environment. At Horizons K-8 School we strive to make our school an exciting, inclusive place to work, teach, learn, create, and innovate by actively fostering a respectful and responsible environment where all community members - staff, students and families - are included.

The elementary paraprofessional educator position at Horizons K-8 School involves education support in a variety of classrooms, K-8. A paraeducator works under the supervision of an administrator and general direction of a classroom teacher, assists the teacher in the education of students including management of student behavior; record keeping; instructional assistance; classroom safety, security and organization; and interaction and communication with students, support staff, parents/guardians, and agencies.

**Performance Responsibilities:**

Some of the responsibilities of this position include: collaborate with classroom teacher to help provide one-on-one and group instruction in academics; assist students with self-help, gross motor and social skills; assist students in peer and cross-age tutoring; helps adapt materials and equipment to meet specific needs and learning styles of students; evaluate student progress on work assignments and share with teacher; assist the teacher in the physical setup and cleanup of the classroom for group instruction, projects, and activities; and supervise students during lunch and recess duties and field trips, as necessary.

**Required Qualifications:**

High school diploma or equivalent.

Must be able to supervise outdoor activities for extended periods of time.

Must be able to use technology, including web based applications, copiers, printers and LCD projectors.

**Required Skills:**

Excellent written and verbal communication skills; high level of comfort with inclusive practices; experience with social-emotional needs of students K-8. Self-directed, energized and motivated to encourage and support students. High degree of respect for the confidentiality of staff and students and understanding of privacy issues within schools. Effective at time management. Able to follow directions and make independent decisions and follow-through with tasks.

**Preferred Skills:**

Knowledge of content in reading, writing and mathematics; experience in classrooms that use differentiation and inclusive practices, cooperative learning, co-teaching, hands-on learning, and performance based or alternative assessments.

Ability to organize active games on the playground with groups of children. Evidence of prior demonstrations of positive attitude and willingness to be a learner. Experience with conflict resolution and positive, relationship based methods of discipline. Experience working with children in a school setting preferred.

Experience with multi-age and K-8 school models preferred.

**Essential Duties and Responsibilities:**

***The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of this position.***

- Assist the Teacher with instructing and supervising children in classroom activities.
- Follow the directives and norms of the Teacher when working with small groups.
- Work with individual children or small groups of children to reinforce new skills initially introduced by the teacher.
- Assist the Teacher in devising and implementing strategies for reinforcing skills based on the special needs and abilities of each child.
- Assist with daily activities such as classroom transition times, meal times and recess.
- Utilize appropriate language, interactions and positive discipline.
- Model positive behavior.
- Proactively ask for help or directions as needed.
- Implement age appropriate activities that support the curriculum.
- Assist with field trips or day trips under the supervision of the teacher
- Continuously monitor children to ensure safety at all times, and report child abuse and neglect.
- Assist Teacher to prepare activities that support lesson plans.
- Collaborate with classroom teachers, administrators and other specialists.
- Actively participate in meetings.
- Help to maintain a clean and organized learning environment.

- Assist with routinely checking classroom equipment and materials to ensure they are in good repair.
- Utilize conflict resolution and nonviolent communication when working with children, whether in the classroom, the lunchroom or on the playground.
- Follow the norms of Horizons K-8 when supervising on the playground.
- Assist students in accessing and using technology in the classroom.
- Communicate with honesty and kindness across settings.
- Contribute with a positive attitude to the work environment.
- Maintain confidentiality at all times.
- Other duties as assigned

**Salary:** This is a part-time hourly position; the wage is based on the Horizons Para Educator pay scale, found on our website.

**Send Resume, A Letter of Interest, Horizons K-8 Application (available on website), and 2 Letters of Reference in digital form to:**

Lauren Tracey  
Horizons K-8 School  
[horizonsk8app@gmail.com](mailto:horizonsk8app@gmail.com)



