



Job title	<i>Paraprofessional</i>
Reports to	<i>Program Coordinator</i>
Direct Report(s)	<i>None</i>

Job Summary

The Paraprofessional is responsible for teaching, coaching, and providing academic support to students. The Paraprofessional works with the Math and Literary Specialist to improve the academic performance of students.

(Position needed at Ft. Stewart & Ft. Gordon Campus)

Main Responsibilities

- Work as directed to support the goals of Graduation Achievement Charter High School, leadership, and team
- Oversee students' experience and provide feedback on all school-related functions.
- Examine and analyze student needs and communicate those with Coordinator , Advisor, and other onsite staff (as necessary)
- Monitor student performance.
- Train students on using and manipulating the school's infrastructure.
- Support the learning needs of all students.
- Commit to the use of best practices and to the use of cutting-edge technology.
- Serve as a "Customer Service Representative" for the school, ensuring that the student's experience in our school is maximized.
- Build community by contributing to school message boards, newsletters, and events.
- Participate in staff meetings and professional development sessions.
- Communicate with colleagues and supervisors on a regular basis.
- Maintain confidentiality as required by the school and by law.
- CALL your GAC Coordinator as soon as you realize that you are going to be absent.
- You are expected to be in the center at 8:00 AM.
- You are expected to remain in the lab until 5:00 PM. Do not leave early unless you have permission from your GAC Coordinator.
- You are expected to work with all center students. Please walk around & monitor their activities, be willing to answer questions & assist when needed. Do not spend your time in the center working on your computer or on the phone during the time students are in the center.
- You are expected to adhere to all policies/procedures established by your GAC

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Program Coordinator

- **Onsite Center Responsibilities include the following:**
 - Plan & present workshops that address the academic, social & cultural needs of student population
 - Monitors student behavior
 - Provide meaningful feedback that does not lead to disruption of others' learning environment
 - Works scheduled time at center the student lab
 - Collaborates with Teachers, Advisor, and Partner Tutor to ensure student success
 - Communicates as necessary, with Coordinator, Advisor, and onsite partners about student issues
 - Create spreadsheets to analyze student data
 - Assist students with goal setting and reaching those goals
 - Check student progress and problem solve ways to increase productivity
 - Manage documents with contact data
 - Contact students regarding progress and inactivity. Offer solutions to fix these issues
 - Seek individual academic areas of weakness and assist accordingly
- You are expected to correct any problems with technology, if possible, that occur on site.
- You are expected to perform a 20 minute orientation for each new student that enters the center
- You are expected to travel for training if required
- You are expected to have a working knowledge of spreadsheet and word document programs and have ability to both record and manipulate relevant student data in each
- You are expected to contact parents and students via phone call and email to give reports on student enrollment status, passwords, emails, and other information when required
- You are expected to analyze student data including enrollment and determine when it is necessary to contact students about their progress
- You are expected to keep order in the classroom in case of unruly students, and to keep the students on task when they are distracted
- You are expected to escort the students into the building before classes begin, and escort them into and out of the building at other times when necessary
- You are expected to use creativity to improve the learning environment, decorating the center to improve student morale

Background

- Bachelor's or Master's Degree in Curriculum and Instruction or Bachelor's or Master's Degree in Secondary Education or Teaching certification in English or Mathematics highly preferred

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- Bilingual Spanish-speaking highly preferred
- Minimum of 5 years teaching experience
- Excellent organizational, planning and implementation skills
- Relevant experience with at-risk student population (alternative high school leadership experience highly preferred)

Working Conditions:

- Normal office environment

Physical Demands:

- Routine physical activity associated with normal office environment
- Demonstrated ability to thrive in a fast-paced work environment

Graduation Achievement Charter High School Philosophy

Graduation Achievement Charter High School is the standard for providing students with creative choices for their future. Proper resources, sufficient support, and the flexibility to differentiate instruction are essential. The most important resource is strong collaboration among stakeholders, starting with an outstanding staff and students invested in their own success. Effective educators engage all students in the teaching and learning process, provide them with the right tools to take charge of their own learning, and facilitate a successful transition to independent lifelong learning.

Graduation Achievement Charter High School Mission

The mission of Graduation Achievement Charter High School is to provide historically underserved students with a flexible and highly individualized virtual high school experience.

An Equal Opportunity Employer

It is the policy of Graduation Achievement Charter High School to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.