



## **Job Description Paraprofessional**

CASA Academy provides low income students with the early academic foundation and character skills necessary to graduate from college and succeed in life. At CASA we are not just a school, but a movement to raise the bar for education in Phoenix.

**Overview:** CASA Academy seeks paraprofessionals to enhance the education of CASA scholars by providing them with supplemental, targeted reading and math instruction and support. Paraprofessionals pull small groups of scholars for interventions, make copies and assist with translation. Paraprofessionals also assist with recess, lunch, and bus duties, upholding CASA Academy's school-wide cultural norms. Further qualifications and responsibilities for this position are detailed below.

**Reports To:** Director of Curriculum and Instruction (DCI)

### **Responsibilities:**

- Pull small groups of scholars on a daily basis based on their needs in reading and math
- Assist with school-wide assessments
- Make copies and distribute supplies as needed
- Monitor scholars at arrival and dismissal
- Serve lunch and recess duty
- Oversee the afterschool program 1-3 days per week
- Assist with breakfast and lunch set-up and clean-up
- Serve as a substitute teacher and cover the office as needed
- Assist with translation, both oral and written
- Assist with school-wide projects
- Assist with student recruitment
- Other duties as assigned

### **Qualifications:**

- High School diploma or GED
- Passing score on an Arizona approved paraprofessional exam (candidates can take exam after hire is made and prior to starting work)
- Spanish fluency preferred
- Fingerprint Clearance Card

**Compensation:** CASA Academy offers a competitive salary and comprehensive health benefits.

**How to Apply:** To apply for this position, please submit your resume to Tacey Clayton Cundy, CEO, via email at [tacey.clayton@casaacademy.org](mailto:tacey.clayton@casaacademy.org).