



Job Description Substitute Teacher/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.

Unique benefits of working at CASA Academy:

- **Staff Culture:** CASA Academy is a fun and joyful learning environment. We have a supportive and collaborative team with a strong, positive staff culture. We enjoy potlucks and holiday parties as a team and provide surprise gifts and treats to our staff throughout the year! We care about our staff both professionally and personally.
- **Bonus:** We offer a bonus of \$1,000 to substitute teacher/paraprofessionals who obtain an effective or highly effective rating on their end-of-year evaluations.
- **Structured Curriculum:** We have a preset curriculum which includes prepared scope and sequences, lesson plans, and materials for all teachers. CASA has everything ready for you so you can focus on teaching our scholars.
- **Benefits:** We offer a comprehensive benefits package in which we cover 80% of the medical, dental and vision costs. We offer a 3% match for a voluntary 403(b) plan. Additionally, we offer additional insurance options such as short-term disability insurance and life insurance.

Substitute Teacher/Paraprofessional Position Overview: CASA Academy seeks substitute teacher/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, serve as substitute teachers, and assist with translation. Substitute teacher/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.

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

How to Apply: To apply for this position, please submit your resume to Liliana Villaseñor, Director of Students and Operations, at liliana.villasenor@casaacademy.org.