

Paraeducator/Instructional Assistant Professional
2019-2020 School Year
Ashé Preparatory Academy
Public Charter School
Reports to: Principal
Classification: Classified Full-time
Start Date: August 2019
Location: Skyway, WA



Ashé
Preparatory Academy

ABOUT ASHÉ PREPARATORY ACADEMY

Ashé' Preparatory Academy (Ashé Prep) will serve 450 K-8 students from the greater Skyway community – beginning with grades K, 1, 2, and 6 in 2019. Ashé (ah-SHAY) is a philosophical concept from the Yoruba of Nigeria, West Africa that affirms the power to make things happen and produce change. Ashé Prep will make things happen and produce change by addressing the educational needs of Skyway/West Hill students. Ashé Prep students will be change-makers in their community.

Our Mission:

Ashé Preparatory Academy's mission is to **cultivate the genius** of a diverse population of students and prepare them to excel in high school, college, and career and to serve as **leaders in and for their communities**.

Our Vision:

Ashé' Preparatory Academy's vision is that all students and graduates know how to take **action to improve their communities and their world**.

Our Values:

Ashé Prep's school culture is based on the **seven principles of Kwanzaa, the Nguzo Saba** – unity, self-determination, collective work/ responsibility, cooperative economics, purpose, creativity, and faith/conviction. These values undergird everything from student classroom participation to board decision-making.

OPPORTUNITY

Ashé Prep's goal is to hire high-performing, high-quality employees who model for students what it means to be lifelong learners, who own their education, and who maintain a sense of curiosity and a growth mindset. The ideal instructional assistant professional for Ashé Prep embodies these qualities and characteristics. While meeting the Federal and Washington State paraeducator qualification requirements (see below). A non-negotiable requirement is **a deep commitment for, and to**, Ashé Prep's mission, vision, values, and the communities Ashé Prep students represent.

Successful candidates will be selected and hired based on criteria and indicators that include (but are not limited to):

- Demonstrated value and implementation of diversity, equity, inclusion, and belonging principles and strategies;
- Commitment to serving an intentionally-diverse school community;

- Positive and relevant knowledge of, experience with, and deep relationships with, the diverse families and communities Ashé Prep will serve, especially the African/African American community; appreciation of our families' and communities' cultural capital is essential;
- Flexibility and experience in effectively solving challenging problems through a culturally responsive, positive, collaborative approach;
- Experience implementing, or enthusiastic and authentic desire to learn how to integrate, elements of personalized learning and differentiated instruction;
- Ability to support students of all ages in **owning** their education and developing increasing levels of responsibility for their education;
- Commitment to familiarity with projects, studies, and project-based learning as ways to integrate and expand student learning;
- Commitment to ensuring student success in holding all students accountable for high expectations; and
- A growth mindset.

ESSENTIAL DUTIES & RESPONSIBILITIES

Instructional Assistant Professional responsibilities include, but are not limited to, the following:

- Demonstrate content knowledge and pedagogy skills that align to Ashé Prep's mission to cultivate the genius of a diverse population of students;
- Assist in accountability for classroom management and culture in culturally-responsive and appropriate ways and a willingness to adapt to meet the needs of the Ashé Prep students to align with our core values;
- Demonstrate an understanding of, and ability to use (or commitment to learn to use), data to develop and implement targeted learning experiences;
- Demonstrate an understanding of standards-based aligned curriculum design;
- Support the design and implementation of lesson plans that incorporate personalized learning and differentiated instruction;
- Provide supervision of all students while on campus, including lunch and recess, and during community field studies.
- Participate in a variety of activities to enhance personal and professional skills.
- Confer with students, parents or guardians, and other staff, maintaining an open positive relationship as appropriate to provide guidance and evaluation, and to encourage student achievement.
- Support classroom goals and objectives, in conformation with courses of study specified by State and Ashé Prep's mission, vision, educational programming, and policies; evaluates and records student progress; prepares reports for parents or guardians.
- Assist in the collection and interpretation of a variety of data; support in development of reports for administrative purposes.
- Attend or participate in all required staff meetings and other activities deemed necessary by the principal, including serving on staff committees as required., in order to accomplish the objectives of the position and for professional achievement.
- Perform related tasks consistent with the scope and responsibility of the position (suggested by state).

- o Provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
- o Assist with classroom management, such as organizing instructional and other materials;
- o Provide assistance in a computer laboratory setting;
- o Conduct and support parental involvement/family engagement activities;
- o Provide support in/with libraries or media center;
- o Act as a translator; and/or
- o Provide instructional services to students in accordance with assessment accommodations/modifications.

QUALIFICATIONS/SKILLS

- Humility, sense of humor, and rock-solid commitment to Ashé Prep's mission and the communities we serve.
- Experience with supporting students of color, students from low-income households, and students with special needs.
- Passionate about learning.
- Washington State Paraeducator Qualifications:
<http://www.k12.wa.us/Paraeducators/pubdocs/ParaeducatorGuidelines.pdf>

EDUCATION AND EXPERIENCE

- AA degree; **OR** High school diploma (or equivalent) and 72 college credits; **OR** High school diploma (or equivalent) and successful completion of an approved paraeducator assessment test.
- Associate degree or higher is preferred.

CONDITIONS FOR EMPLOYMENT

- Criminal background clearance.
- First Aid and CPR certification within 90 days of hire and maintain certification.
- A commitment to fulfill the Washington State requirements for the paraeducator certificate program.

COMPENSATION

Salary for this position is competitive and commensurate with experience. We also offer a comprehensive benefits plan as well as the opportunity to impact a growing, mission-driven organization that is committed to the success of students in Skyway, Renton, and Seattle.

APPLICATION PROCEDURE

Please submit your application by email to careers@asheprep.org.

The application must include your resume, letter of interest, and contact information for three (3) professional reference. Please submit as PDF documents.

Ashé Preparatory Academy does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.