

## POSITION DESCRIPTION

Job Title:	Special Education Paraeducator	Date:	March 2025
Department:	Moreau Options Program	Last update:	April 2024
Reports To:	Director, Moreau Options Program		
Status:	Exempt      X Non-Exempt	Classification:	10 Months
	FT      X PT (25 hours a week)	Salary:	\$25,000

### POSITION SUMMARY:

Under the direction of the Director of the Moreau Options Program, the Special Education Paraeducator is responsible for supporting Holy Cross' students with intellectual and developmental disabilities. The Special Education Paraeducator is responsible for supporting academic classes in the special education classroom setting and supporting students in the general education classroom. In addition, the Special Education Paraeducator is responsible for supporting the inclusion of the Moreau Options students into all aspects of the Holy Cross community, including co-curricular activities, extracurricular activities and traditions.

### MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

### PRINCIPLE RESPONSIBILITIES:

#### **Support Moreau Options Students in School Wide activities**

- Steward the Holy Cross heritage and educational philosophy of the Sisters of the Holy Cross while maintaining an effective positive learning climate that supports the teachings of the Catholic Church
- Maintain and develop a school-wide philosophy of inclusion for serving students in the Moreau Options Program
- Provide support to students with disabilities during school events such as emergency drills, Mass, and assemblies
- Chaperone of field trips
- Provide support to Moreau Options students as they participate in all aspects of the Holy Cross community, including performing arts, extracurricular activities, athletics, campus ministry, and school traditions
- Attend certain school events (required): Staff development days and other days as agreed on

## **Support Moreau Options Student in General Education Settings**

- Collaborate with general education teachers on curriculum and problem solving for Moreau Options students in their classes.
- Update online curriculum resources
- Direct and guide special education paraprofessional, and peer mentors.
- Provide direct support to Moreau Options students in their general education classes

## **Support Moreau Options Students in Special Education Settings**

- Support students in completing assignments.
- Proctor Tests
- Working under the supervision of the Director of the Moreau Options Program, provide instruction to individual students, and small groups of students, in academic, social, communication, and independent living skills
- Enter grades into the online gradebook
- Maintain the classroom environment, including organizing materials and creating educational bulletin boards
- Plan and supervise activities for Moreau Options students, and peers during Academic Resource Time
- Under the supervision of the Director of the Moreau Options Program, communicate with parents in writing, by telephone, and in person
- Perform other related duties as needed

## **JOB REQUIREMENTS:**

### **EDUCATION:**

- High School Diploma
- Coursework in special education, or applicable experience

### **EXPERIENCE:**

- One year of relevant experience preferred

### **SKILLS**

- Ability to establish and maintain effective relationships with faculty, parents, and staff
- Ability to set clear boundaries with students while maintaining a positive relationship that fosters their development and independence.
- Excellent organizational skills
- Excellent written and oral communication skills
- The ability to learn and use new technologies, particularly assistive technologies
- Ability to handle confidential information discreetly and professionally
- Uses discretion and exercises sound judgment.