

Job Description-Paraprofessional

At Sadiq School we pride ourselves on giving students a safe and challenging learning experience in a welcoming Islamic environment. Our teachers count on paraprofessionals to bring the best to the classroom every day. The Employee will work closely with an assigned teacher and support her in her duties. Typical tasks include working with students in groups and individually during lessons, assisting with lesson plans and materials, grading homework, and writing progress reports. The paraprofessional employee is caring, compassionate, and committed to each student's success.

Core qualifications and requirements:

- Candidate must be a U.S. Citizen, U.S. national or eligible non-citizen to apply.
- Minimum 2-year degree in Education or subject area of expertise.
- A minimum of 2 years of teaching experience in the pre-school desired
- Certification is highly desirable.
- Very good knowledge of child development
- Must enjoy working with children
- Creative and artistic teaching abilities
- Attention to detail
- Great amount of patience and flexibility
- Outstanding communication, interpersonal and leadership skills

Core job responsibilities

- Provide instructional reinforcement under the direction of the classroom teacher in executing lesson plans
- Serve as a positive, nurturing guide for students
- Model professional and ethical standards when dealing with students, parents, staff, and community, following and upholding school rules and standards
- Safely supervise students in both instructional and assessment activities in and out of the classroom
- Participate in planning sessions with teachers, communicating with school officials as needed

Daily and Monthly Responsibilities

- Co-teach lesson components as determined by the teacher, leading small-group or individual instruction and discussion, and reviewing classwork material
- Attend to students' physical, personal, academic, and emotional needs; help with translation and hygienic needs when necessary
- Organize classroom and teaching materials; verify and track student attendance
- Perform clerical duties such as typing, filing, and photocopying; grade tests and homework, recording the results
- Establish and maintain collaborative working relationships with students and staff to enhance the instructional environment; participate in parent-teacher and faculty meetings and events

If you are interested please email a copy of your resume to: Sadiqschoolprivate@gmail.com