



Paraprofessional

STATUS: Full-time, Academic Year - 191 days, Non-Exempt

SALARY: Base salary \$30,000 plus benefits, higher based on experience and qualifications

LOCATION: Milwaukee, WI

[TransCenter for Youth \(TCY\)](#) has 48 years of non-profit experience working with Milwaukee youth. We operate small high schools that serve the unique needs of students in Milwaukee through innovative, culturally appropriate approaches to teaching and learning, serving as education models for other schools. Specifically, we contract with Milwaukee Public Schools to run NOVA and Shalom High School as Partnership Schools for at-risk youth; the City of Milwaukee to charter Escuela Verde, an independent public school district; and El Puente High School, a private Milwaukee Parental Choice Program and Special Needs Scholarship Students.

Summary

The Paraprofessional will work within one of our four high schools; NOVA, Shalom, Escuela Verde, or El Puente.

Core Attributes

Commitment to Justice and Equity: Recognizes the role of race, gender, other identities and socio-economic conditions in shaping disparities and disposition, is driven to improve conditions, and proactively learns about race, equity, and identity.

Results-Orientation: A proven track record of achievement and producing results (rather than getting immersed in process), perseveres despite obstacles. Solution oriented vs. stuck on obstacles.

Communication and People Skills: Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to deal with sensitive and confidential information.

Technology Driven: Must be able to navigate different technology platforms, including SIS (JMC and IC), Edgenuity, Xello, Google Education Suite, and Microsoft Office Suite.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as leadership may deem necessary from time to time.

- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by staff.
- Assists the staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Monitors work, helps edit student work, and supervises curriculum-based testing and makeup work as assigned by the staff.
- Performs clerical and instructional support duties as assigned by the staff.
- Alerts the staff to any problem or special information about an individual student.
- Performs assigned supervision of students.
- Performs assigned non-instructional classroom duties, such as facilitating the breakfast and lunch program including completing proper paperwork for breakfast and lunch program as well as set up and clean up for school events.
- Demonstrates ethical behavior and confidentiality of information about students in the school environment and community.
- Participates in in-service training programs as approved.
- Maintains a safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties.
- Performs other such duties/assignments as directed by the staff.
- Proctor tests and maintains a proper testing environment.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 2 or more years experience working with diverse learners in an educational setting.
- Desire to assist students in a learning environment.
- Emotional maturity and stability necessary for the specialized work involved.
- Independent, flexible, and reliable.
- Drivers license preferred.

Education and/or Experience

Associates degree or equivalent

Language Skills

Ability to speak effectively to other employees of the organization. Spanish speaking is a plus.

Mathematical Skills

Ability to calculate figures and amounts such as overtime, time report calculations, and percentages.

Reasoning Ability

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or touch objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach above shoulders. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Equal Employment Opportunity

TransCenter for Youth is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training, and other personnel actions involving persons in all job titles and shall occur without regard to race, color, creed, religion, sex, marital status, pregnancy (including childbirth and related conditions), age, ancestry, national origin, disability, genetic information, veteran or military status, sexual orientation, gender identity, arrest and conviction records, the use or nonuse of lawful products off the employers' premises during nonwork hours, declining to attend meetings or participate in communications about religious or political matters, or any other characteristic protected by law.