



Title:	Paraprofessional	FLSA Classification:	Full time
Reports to:	Special Education Coordinator	Salary Range:	Hourly (\$15-\$20)
Created Date:	6/6/2017	Duration:	10 months
Updated Date:	7/26/2021		

Étoile Academy Charter School, an independent 5th-8th grade charter school in Houston, is seeking an ambitious, smart, and high capacity individual to join our team. Étoile Academy is founded on the belief that all students can learn and achieve at high levels when held to the highest expectations— regardless of their race, ethnicity, socioeconomic status, zip code, or home language. We will ensure that every student in grades 5 through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.

Paraprofessional

The paraprofessionals play a central role in supporting our students during the school day. Paraprofessionals work alongside the special education teachers, general education teachers, and Special Education Coordinator to ensure all students receive accommodations, modifications, and support. They are a critical component of our success, student growth and achievement, and our ability to meet our mission with all students.

Responsibilities

- Communicating effectively with students, families, and colleagues;
- Responding to family concerns promptly and effectively;
- Adhering to the policies, standards and school wide responsibilities described in the Faculty and Staff Handbook and the COVID Handbook;
- Working with students during their core classes to ensure their needs are met and they are able to access the curriculum;
- Collaborating with special education teachers, ESL teachers, and general education teachers to ensure students have robust support and “just in time” interventions;
- Ensuring students get copies of notes, calculators, word banks, oral administration of tests, and other accommodations in their individualized education plans;
- Supporting students with tracking progress towards their academic and behavioral goals;
- Completing all necessary school wide duties for the successful and orderly functioning of the school (e.g., hallway supervision, arrival/departure transitions, participation in field trips, etc.) and other such duties as the school leaders may from time to time request;
- Providing consistent rewards and/or consequences for student behavior to ensure that students observe the School’s core values, high expectations, and strict code of conduct;
- Performing other related duties as requested and assigned.

We look for team members that embody our REACH values. This includes the characteristics below.

- Believes and is committed to our mission and being an agent of change: that all students are capable of getting to and through college



- Has demonstrated effective outcomes and results, and wants to be held accountable for them
- Has a propensity for action, willing to make mistakes by doing in order to learn and improve quickly
- Works with urgency and purpose to drive student outcomes
- Thrives in an entrepreneurial, high-growth environment; is comfortable with ambiguity and change
- Seeks and responds well to feedback, which is shared often and freely across all levels of the organization
- Works through silos and forges strong relationships in order to achieve outcomes
- We believe in education as a profession and hold ourselves to high level of conduct, professionalism and behaviors as models for our colleagues and students.

Qualifications

- Fluency in English and Spanish preferred
- Excellent communication and interpersonal skills and the ability to establish and maintain effective and collaborative working relationships with a diverse staff
- Alignment with the school's mission to ensure that every student in grades 5 through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.
- Demonstrated application of Étoile Academy's core values: Respect, Excellence, Ambition, Community, and Hard work.

Apply Now

To join our team, please click [here](#) to apply.

Étoile Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

Any person having inquiries concerning the organization's compliance with the regulations implementing Title VI of Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact HR at 713.265.8657.