

Job Description

Liberty Tree Academy

K- 12 Special Education Paraprofessional (SY 2025-2026)

Job Description: This is a full time, non-exempt position with an August - July work schedule (185 days). Base standard hours will be 7:30 AM - 4:00 PM on days designated by the school calendar. The Special Education Paraprofessional, under general supervision, will be responsible for providing assistance to classroom teachers, performing a variety of tasks relating to the physical and instructional needs of students in a classroom setting; assists in the implementation of instructional programs, including self-help and behavior management as well as instruction. The special education paraprofessional performs related duties as required or assigned.

Position Narrative: The Paraprofessional (Special Education) supports classroom teachers in meeting the instructional, educational, behavioral, and social emotional needs of students with disabilities in the classroom, small group setting, or one on one instruction. The incumbent will need to be familiar with individual education plans (IEP) and be able to follow them. At Liberty Tree Academy, all employees are expected to model the habits of intellectual inquiry, moral excellence, self-governance, and civic involvement and display the five virtues of courage, courtesy, truthfulness, prudence, and perseverance. We are looking for teachers who are kind hearted, subject-matter experts who value teamwork and understand the joy and importance of learning from great books and primary sources. If this is you, apply today.

Reports to: Headmaster or Designee

Liberty Tree Academy is a tuition-free public charter school that emphasizes traditional values and classical instruction methods. Our curriculum is rigorous and content rich.

Mission: Liberty Tree Academy prepares students through a traditional, content-rich education in a disciplined and orderly environment, to be self-governing citizens who are equipped to carry out the vision of our Nation's Founders to preserve and perpetuate liberty.

Vision: Liberty Tree Academy is dedicated to an authentic, traditional American education, to be a community that actively cultivates character in a challenging and engaging learning environment.

Position Duties and Responsibilities:

- Supports teachers in meeting the instructional, educational, behavioral, and social emotional needs of students with disabilities in the classroom (in-person)
- Provides small group and/or individualized instruction to students with disabilities in accordance with the students' IEP and the supervising teacher's lesson plans
- Collects instructional and behavioral data for all objectives being taught for each student
- Implements Behavior Intervention Plans for students with disabilities
- Communicates proactively with teachers to inform them of student issues and conversations with parents
- Responds to emails and phone calls from school leaders and teachers in a timely manner
- Assists during standardized testing to support state and local testing processes and policies
- Assists with preparation of daily lesson plan materials and makes copies of materials for students
- Assists with distribution of food, supplies, materials and equipment, including assistive technology resources
- When in a school-based learning environment, monitors students' movement throughout the building to other classrooms, learning areas and cafeteria
- Assists students with classroom and cafeteria clean up and wiping down surfaces to uphold sanitation standards as required for a safe school environment

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- Assists administrators and other staff members in the orderly, expedient and safe transition of students from one location to another
- Assists students as necessary with physical needs including feeding, toileting, lifting, and mobility
- Assists students with healthcare procedures including hygiene and medications as needed for daily care
- Assists students with assistive technology devices, including communication devices, switches and orthopedic devices needed for sitting, walking, or standing
- Engages in professional learning opportunities in-person
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours
- Ensures that students are supervised at all times
- Monitors and enforce student dress code violations
- Implements by instruction and action the School's philosophy of education and instructional goals and objectives
- Complies with applicable state and federal laws, district administrative policies, procedures, and practices, and location requirements
- Performs non-instructional duties as directed
- Fulfills all assigned duties outside the classroom such as supervision of hallways, cafeteria, playground, and school events
- Maintains accurate, complete, and correct records as required by law and district policy
- Manages materials and supplies
- Responds to a complex, dynamic environment
- Upholds LTA standards and expectations for student behavior
- Uses effective conflict resolution
- Models appropriate conduct at all times through demonstration of LTA's core virtues
- Uses feedback and reflects about professional practice to improve teaching and learning
- Demonstrates professionalism through ethical conduct, reflection, and leadership
- Contributes open and respectful communication with families, co-workers, and supervisors
- Understands how to work with a team of faculty to provide consistent teaching methods in any classroom
- Consistently maintains a positive and solution-based attitude
- Manages time productively and effectively
- Reports consistently for work as scheduled
- Dresses modestly and appropriately for a professional environment with children
- Participates and be on time to all professional development opportunities
- Performs duties as directed by supervisors and administrators
- Performs other duties as assigned
- Responds as directed and as necessary in safety and/or crisis situation
- Follows established policies and procedures regarding the health, safety, welfare, and education of
- Performs other duties as assigned by an appropriate administrator or their designee

Supervision Exercised: None

Supervision Received: Assistant Headmaster

This job description in no way states or implies that these are the only duties to be performed by this employee. LTA reserves the right to update, revise or change this job description and related duties at any time.

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Required knowledge, skills and abilities:

- Excellent organizational skills
- Knowledge of IEPs and behavior management plans
- Excellent organizational and communication skills
- Able to work independently and as part of a team
- Excellent written and oral communications skills
- Ability to establish and maintain effective working relationships with co-workers, students, and parents
- Ability to multitask with frequent interruptions
- Interpersonal relations skills
- Skilled in Microsoft Office, specifically: Word, Excel and Outlook
- Ability to operate standard office equipment
- Problem solving
- Maintain confidentiality in all aspects of the job
- Ability to diffuse and manage volatile and stressful situations
- Problem solving skills
- Understanding of institutional policies, procedures and resources
- Desire to help students in academic journey
- Ability to lift 20 pounds, physically able to hands frequent sitting, bending and moving throughout the room

Minimum Qualifications:

- Possess a high school diploma or its equivalent (e.g., the GED); and
- Demonstrate subject matter competency by:
 - a. Earning an Associate's (or higher) degree in Education or related degree field; or
 - b. Completing at least two years (48 credit hours) of study at an institution of higher education; or
 - c. Two years special education work experience

Conditions of Employment:

1. All offers of employment are conditional and based on a successful background and reference check.
2. Unofficial transcripts may be requested.
3. LTA may choose to contact work references other than those specified on your application.
4. The position requires work outside of regular office hours.
5. The position will be at-will.
6. As required by the Immigration Reform and Control Act, the selected applicant must verify, within 72 hours of employment, their legal right to be employed in the United States.

Required Physical Activities:

1. Driving – Frequent
2. Crawling or Kneeling – Seldom
3. Bending – Frequent
4. Walking on uneven surfaces – occasional
5. Working Alone – Occasional
6. Work with Others – Frequent, including email, phone and app communications
7. Lifting, Lowering, and Moving Items Over 50 lbs: Seldom
8. Lifting, Lowering, and Moving Between 25 and 50 lbs: Occasional

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9. Lifting, Lowering, and Moving Between 0 and 25 lbs: Frequent
10. Visual Acuity, Near: Frequent
11. Visual Acuity, Far: Frequent
12. Hearing: Frequent
13. Speech: Frequent
14. Hand/Eye Coordination: Frequent
15. Computer and Mouse Use: Occasional
16. Phone Use: Frequent
17. Printer, Scanner, and Other Office Machinery Use: Occasional

To perform the duties successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

What We Offer:

Pay Range: \$17.00 - \$22.00 depending on education and experience with special education.

Insurance Coverage: Full time employees are eligible to receive employee health, dental, vision, and life insurance according to the terms of the insurance policies in which Liberty Tree Academy participates at the time of hire.

Retirement Benefits: LTA is a participating employer in Colorado Public Employees' Retirement Association ("PERA") and as such will contribute to a Defined Benefit Plan account for you.

Personal Time Off: All full-time and part-time employees are eligible for paid time off (PTO) of 1 hour for every 30 hours worked up to 48 hours per year.

Children of employees will receive priority enrollment.

Application Search Timeline:

- This is for an immediate hire. However, this posting will remain open until filled. Potential interview dates will begin immediately. Potential start date is immediately.

How to Apply:

Please submit your resume with the following application materials in a single email to HR@ltaeagles.org:

- *Cover letter* tailored to the position for which the applicant is applying. Please tell us how you learned about Liberty Tree Academy.
- A statement of your *educational/coaching philosophy* (500 words or fewer).
- *Three professional references*. Please include email address and phone number for each reference.

Liberty Tree Academy is an Equal Opportunity Employer and is committed to a workplace free from discrimination and harassment of any kind. All employment decisions are made based upon the needs of the School, job requirements, and individual qualifications regardless of race, ethnicity, national origin, gender or transgender status, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other status protected by state and federal laws.

Liberty Tree Academy participates in the E-Verify process in conjunction with the Form I-9 Employment Eligibility Verification on or before the first day of work. E-Verify is not used as a tool to pre-screen candidates. For up-to-date information on E-Verify, go to www.uscis.gov and click on 'E-Verify' located near the bottom of the page. rado 80831.