



Ubah Medical Academy Charter High School

1600 Main Street ~ Hopkins MN 55343-1026

952.540.2942 (phone)

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### **Job Posting**

What: **Paraprofessional Education (FTE)**  
Number of Positions: 1  
When: **2021-2022**  
Where: **Ubah Medical Academy**

Ubah Medical Academy is a 9-12 MDE recognized Reward Charter School founded by educational leaders in the East African community that ultimately seeks to prepare students for successful and productive lives as United States citizens while allowing them to retain their unique cultural heritage. Feel free to visit our website at [www.ubahmedicalacademy.org](http://www.ubahmedicalacademy.org) for more information.

We are currently seeking a full-time Educational Assistant for the 2021-2022 school year. Must have an AA, AS, AAS (or higher) degree, OR completed two years of study at an institution of higher education.

- 1 or more years' experience working with students in one-on-one and/or small group setting
- Other work history may be considered. Ability to work as an effective member of a team with staff, parents, and the community through the building and maintaining of collaborative and positive relationships.
- Proven understanding of development levels
- Student-focused and education oriented
- Ability to maintain confidentiality with regard to student and other information
- Demonstrated professional and technical knowledge
- Aptitude for work with students at various grade and development levels
- Committed to professional and technical development through attendance at development activities, scheduled meetings, and relevant training

**Essential Duties and Responsibilities** include the following:

- Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.
- Prepares lesson outline and plan in assigned area and submits outline to teacher for review.

- Plans, prepares, and develops various teaching aids such as bulletin board displays, exhibits, and demonstrations. Organizes and labels materials and displays children's work in a manner appropriate for their eye levels and perceptual skills.
- Presents subject matter to students under the direction and guide of the teacher, utilizing a variety of methods and techniques such as lecture, discussion, and supervised role playing.
- Prepares, administers, and grades examinations.
- Tutors and assists children, individually or in groups, with lesson assignments to present or reinforce learning concepts presented by teachers.
- Supervises students in classrooms, halls, cafeterias, schoolyards, library, gymnasium, field trips, recess, restroom, and bus loading and unloading.
- Organizes and supervises games and other recreational activities to promote physical, mental, and social development.
- Distributes teaching materials to children.
- Instructs and monitors students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Participates in teacher-parent conferences regarding children's progress or problems.
- Takes attendance, and maintains attendance records.
- Restocks teaching materials and supplies.
- Types, files and duplicates materials.
- Works in a supportive and collaborative manner with students, colleagues, supervisors, community members and parents from various ethnic and socioeconomic backgrounds.
- Attends school meetings and workshops as required.
- Maintains and improves professional skills by participating in staff and department meetings, formal coursework, workshops and seminars in an effort to stay current with best teaching practices.
- Participates in professional growth, goal-setting and personal development processes on a regular basis throughout the school year.
- Other duties as assigned.

We offer competitive salary, as well as a comprehensive benefits package, and schedule includes half day on Fridays, and more! If you are interested in working in a small school with dedicated students, staff and families, we encourage you to apply. Please send a cover letter, resume, 3 letters of recommendation and copies of your transcripts to the following:

Ubah Medical Academy  
 1600 Main Street  
 Hopkins, MN 55343  
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