

**South Valley Prep
Educational Assistant**

Job Announcement

South Valley Preparatory is looking for smart, committed, hardworking, people who are interested in efforts to improve the education for students and families in the Southwest quadrant of Albuquerque. We are looking to hire creative, energetic educators who are enthusiastic about doing things differently with a focus on community.

South Valley Prep Middle School Mission Statement

At South Valley Preparatory School, our mission is to provide a small, safe and unique family learning community where students are prepared for high school and beyond.

Minimum Qualifications

- All candidates must have a High School Diploma or equivalent
- must be at least 18 years of age
- must meet the NCLB highly qualified requirements.

NCLB requirements

- 48 college credit hours OR Pass the Paraprofessional Test
- Educational Assistant License
- Pass a background check
- Collaboration skills

Preferred Qualities

- Spanish language fluency preferred
- Working in the special education department
- Experience with Positive Youth Development and supporting the social and emotional needs of students
- 1 year educational assistance experience

Compensation

Salary range is \$19,459-\$25,528 DOE.

For Consideration, applicant must submit:

- Application
- Resume
- 3 references- direct supervisors preferred

Project Teachers are chiefly responsible for carrying out the mission of the school based on the following duties:

- Works with individuals and small groups in the classroom to reinforce material introduced by the teacher.
- Serves as a model in developing students' language and behavior.
- Collects, prepares and arranges resource material for use by certified personnel.
- Operates support equipment and monitors testing or make-up work by students.
- Maintains classroom records, prepares reports as requested by the classroom teacher or principal, scores tests, processes books, manages supplies and classroom equipment as needed.
- Monitors student activities in classrooms, school grounds, hallways, lunchrooms, field trips, bus loading areas, etc.
- Provides support for non-instructional classroom duties such as monitoring snacks, restrooms, clothing areas, etc.
- Covid School daily wipe down
- Experience with educational equipment
- Effective communication skills, both verbal and written
- Flexibility, organization, decision-making and problem solving skills, and
- Interpersonal skills with diverse populations

How to Apply

All applicants will be screened based on desirable qualifications and relevant experience. Only the most qualified applicants will be scheduled for interviews. All other applications will be placed in a talent bank for future consideration.

Please submit all requested materials to:

Moises Padilla
Executive Director
Moises.padilla@southvalleyprep.org

Position will be open until filled.

No phone correspondence please

At South Valley Prep, we don't just accept differences - we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. South Valley Prep is proud to be an equal opportunity workplace and is an affirmative action employer.