



4568 Halls Mill Rd  
Mobile, AL. 36693  
Website: <http://camobile.us>

## Notice of Vacancy: Paraprofessional (Kindergarten-Fifth Grade)

Open Date: February 22, 2023  
Closing Date: Until Filled  
Start Date: Upon Board Approval  
(Aug. 2023)

**Covenant Academy of Mobile (CAM)** is the area's first elementary charter school opening in August 2023 with grades K-5<sup>th</sup> and adding a new grade level yearly until the 12<sup>th</sup> grade is established. The school will serve approximately 270 students. Covenant Academy of Mobile provides a "non-traditional" education that prepares students in a Science, Technology, Engineering, Arts, Math (S.T.E.A.M.) environment to be leaders in a globalized world.

**Mission:** To create and maintain a positive learning environment that promotes relevant and engaging learning, inspires students to be ambassadors of good character, empowers students to develop skill sets and a passion for lifelong learning. By maintaining this environment, we will provide opportunities for our students to be productive and caring contributors in a changing world.

We are committed to empowering all students to take ownership of their learning, so they can prepare for success as leaders in a globalized world. Through the efforts of dedicated teachers, administrators, parents and mentors, all students will be challenged and motivated in an environment that facilitates growth and success.

### POSITION OVERVIEW:

We are seeking paraprofessionals who are excited by the challenge of creating an innovative and engaging learning environment that provides countless opportunities for students to develop skills and explore content to reach their full potential.

We are looking for compassionate paraprofessionals to assist our teachers with classroom lessons, activities, organization, and management, as well as assisting all students. The paraprofessional's responsibilities include assisting the teacher with teaching new concepts or translating information for students to understand better, supervising students, and providing students with a positive, nurturing guide.

To be successful as a paraprofessional, one should demonstrate patience, compassion, and empathy when dealing with students, as well as professionalism when representing the school.

Teachers will use curriculum materials adopted by the school, as well as supplemental materials, to create lessons that engage students in high quality S.T.E.A.M. experiences aligned with high academic standards and CAM's beliefs and core values.

### PERSONAL ATTRIBUTES:

- Support the mission and vision of our school
- Set and work to attain high goals for our students and themselves
- Ready to be a part of a collaborative team
- Open to receiving coaching and support
- Demonstrate initiative, persistence, and resiliency
- Result oriented
- Reflective learner

## **DUTIES AND RESPONSIBILITIES**

Listed below are general duties and responsibilities. This list is not inclusive, so other duties may be assigned.

- Participates in lesson planning sessions and communicates with parents/school officials.
- Co-teaches under the teacher's guidance.
- Leads small groups or individual instruction and discussions, and reviews classwork.
- Organizes the classroom and teaching materials.
- Monitors the classroom during activities and minimizes distractions and disruptions.
- Supervises students in and out of the classroom.
- Attends to students' physical, personal, academic, and emotional needs.
- Assists teachers and students with extracurricular activities and school functions.
- Performs clerical duties, such as tracking student attendance, filing, photocopying, etc.
- Ensures the upkeep of educational materials, equipment, and supplies.
- Tracks students' progress and prepares reports for the parents.
- Assists teachers in counseling parents on the requirements and development of their children.

### **Professional Responsibilities:**

- Demonstrates appropriate reflection on the effectiveness of lessons or units to inform future instruction.
- Maintains accurate records of completion of student assignments, student progress/grades, noninstructional records that support teaching, and the functioning of the school.
- Communicates and engages with parents/caregivers on a regular basis regarding expectations, instructional program, involvement in school community, and student progress (positive feedback and concerns).
- Participates positively in the school community by building strong and productive professional relationships, engaging in a culture focused on school or student improvement, providing service to the school, and by participating in school projects and special events.
- Actively initiates and engages in opportunities to grow professionally including, but not limited to participation in professional development, instructional coaching, and feedback from colleagues.
- Demonstrates professionalism by conducting oneself with integrity, ethics, service, and an advocate for students and families.
- Participates in team or departmental decision-making by maintaining an open mind and acting in the best interests of students.
- Complies with campus, school, and district regulations.
- Completes school-based documentation in a timely manner including but not limited to progress reports, report cards, student logs, incident reports, etc.
- Always provide supervision for students during the school day.
- Assists administration in implementing all policies and rules governing student life and conduct.
- Develops reasonable rules for classroom behavior and procedures.
- Maintains order in the classroom in a fair and just manner.
- Attends staff meetings, as required, and serves on committees as assigned.
- Assists in daily duties, which may include car/bus duty, extra-curricular duties, or other school activities.

### **QUALIFICATIONS:**

- Minimum of a paraprofessional Associate's degree.
- Certification in the appropriate teaching area(s).
- Experience in child development or related field is preferred.
- Excellent communication and interpersonal skills.
- Background check clearance for "suitability for employment" (See Below).
- Such alternatives to the above qualifications are determined by the Board.

**Reports to: Principal**  
**Annual Contract: 9 Months**

**Salary and Benefits:** CAM offers a competitive salary above the Alabama State Department of Education's salary matrix. Salary is based upon degree, licensure, and experience. Also, a comprehensive benefits package including health insurance and retirement will be provided for all employees.

\*\*Employees who are currently enrolled in Teachers' Retirement System of Alabama can transfer benefits, along with accumulated sick leave days. The benefits will continue with CAM.

**Evaluation:** According to established Board policies, administrative procedures, and guidelines.

### **Background Clearance**

If you are offered a position at Covenant Academy of Mobile, you must complete a background clearance check through Gemalto Systems. This background check must be completed before a person can begin employment and the cost is approximately \$48.

- After going to the Gemalto site, click on the *State of Alabama*.
- Click on the *Department of Education*.
- For **In-State applicants:** Go to REGISTRATION and follow the directions under REGISTRATION PROCEDURES. Complete the registration form and print site locations for locations, hours, and needed documents.
- For **out-of-state applicants:** Go to GENERAL INFORMATION and click on *Fingerprint Cards out of state only* and follow the directions.
- The Gemalto website can be found by clicking <https://www.aps.gemalto.com/index.htm>

If your background clearance has recently been completed through the certification process, there is no need to complete this process again.

\*\*Apply to the job posting on the Alabama State Department of Education's website by using the link below and following the instructions:

[https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500)