



## **AppleTree Early Learning Public Charter School Job Announcement**

**Position:** Dedicated Assistant for Students with Special Education Needs in an Inclusion Classroom

**About the School:** The AppleTree Early Learning Public Charter School (AppleTree PCS) is an independent public charter school open to all three- and four- year olds in the District of Columbia. The school's mission is to close the achievement gap by providing young children with the social, emotional and cognitive foundations that will enable them to succeed in school. We believe that all children are capable of attaining high academic standards, but that many start formal schooling lacking the basic skills that are predictive of later academic success. APPLETREE PCS provides young children with an intensive, engaging, and appropriate early education program that ensures children attain the language, early literacy, and behavioral skills they need to transition successfully into kindergarten.

APPLETREE PCS believes that skilled, caring, enthusiastic teachers are the keys to our children's success. We provide teachers with a unique opportunity to be part of an innovative, supportive and effective educational community. At APPLETREE PCS, we know that teachers of young children can profoundly impact their students' entire lives and we provide our teachers with the support, professional development and materials needed to make this happen.

**Position Description:** During the instructional day, the incumbent works with a 3-person instructional team consisting of the lead teacher, a teaching fellow and a teaching assistant. The special education dedicated assistant may work to support the extended day program, ensuring consistency for identified children throughout the day. **This incumbent provides individual instructional support for a child/children with Individualized Educational Plans (IEP) using intensive, evidence-based strategies under the direct supervision of the school's special education manager and secondary supervision from the campus principal.** Training will be provided upon hiring.

Supports the creation of environments and instructional opportunities that meet the needs of diverse learners.

- Interested in working with children diagnosed with Autism Spectrum Disorder (ASD) and possesses the interpersonal skills to be playful, enthusiastic and bring a high level of energy into the classroom setting.
- Able to develop an effective rapport with children and families. Coordinates with related service providers, as appropriate, to integrate best practices into daily learning opportunities.
- Uses information and data from a variety of sources to understand children's instructional needs and progress against IEP goals.
- Provides individualized developmental, behavioral and academic supports to improve children's skill development in support of children's IEP goals.
- Consistently implements developmental, behavioral and academic strategies outlined in children's IEPs through individual, small group, and whole group instructional opportunities.
- Writes individualized lesson plans in collaboration with the Lead Teacher and Special Education Coordinator.
- Interprets written teaching strategies, collects and documents data, and summarizes the results.
- Prepares regular oral and written reports for families and appropriate school personnel on child/children's progress toward IEP goals.

In addition, strong writing skills to document daily outcomes are required to monitor progress.

Supports the establishment of rich and engaging physical learning environments

- Ensures a safe, clean, attractive and engaging centers-based classroom that encourages both exploration and complex play for children with special needs.
- Fosters tolerance and a sense of community in classrooms, modeling and explicitly teaching acceptance and appreciation of others.
- Works with the teaching team to ensure the classroom contains sufficient supplies and materials for individualized instructional supports.
- Assist young children with personal hygiene, meals and other daily activities.

Collaborates with families and communities to support children's social, emotional and cognitive development

- Actively seeks to make connections with the families of children.
- Develops an effective rapport with children and families.
- Communicates the individual children's goals and progress to families and ways in which the family can support their child at home.
- Listens to families' feedback and suggestions regarding their children's strengths, opportunities, challenges and successes.

Upholds professional responsibilities

- Plans collaboratively and shares ideas and resources with instructional team.

- Collaborates with the teaching team to evaluate instructional effectiveness and to modify instructional approaches based on feedback,
- Actively participates in professional development opportunities provided and seeks out additional professional development.
- Fulfills the standards of professionalism including appropriate dress, attendance and timeliness.

**Qualifications:** Candidates must meet the Federal No Child Left Behind Standards for a highly qualified paraprofessional. Therefore, successful candidates will have either: (1) completed two years of study at an institution of higher education; (2) obtained an associate's (or higher) degree; or (3) achieve a score of 461 on the Parapro, the state's formal academic assessment, demonstrating knowledge of and the ability to assist in instructing reading, writing, and mathematics. In addition, strong writing skills to document daily outcomes are required to maintain records and documentation. Medication management and administration is preferred, but not required.

Candidates must be energetic, reliable, integrity driven and have strong communication skills to ensure effective, positive interactions with their teaching team, staff, parents and children. A solution-focused, collaborative work style, patience and a sense of humor are also required.

Candidate must be able to climb stairs and lift 45 lbs.

**Salary:** Salary commensurate with education and experience. Compensation includes excellent health benefits. Excellent opportunities for growth exist given replication mandate and aggressive expansion strategy.

For consideration, please send your resume and cover letter to Human Resources at [hr@appletrainestitute.org](mailto:hr@appletrainestitute.org) No phone calls, please.