

Paraprofessional

Grade Level	PreK-12
School Year	2025-2026
Time	Full-Time
Duration	10 Month
Type	Non-Exempt
Other	Union Eligible
Reports To	School Principal
Salary	Discuss On Employment

Organizational Description

Community School of Excellence (CSE) is a Pre-Kindergarten to 12th grade Hmong Language and Culture Charter school that is a family. Our schools offer an environment where students feel safe, welcomed, and cared for while learning and preparing for their future. We believe in academic success for all students. We are a PBIS school that focuses on positivity. We continuously learn about and celebrate each other's cultures, languages, and achievements while providing a world-class education through a safe and innovative environment that fosters inquiring, critical thinking, knowledgeable, and compassionate students who embrace the Hmong culture and celebrate intercultural understanding and respect.

Culture of Learning

CSE believes that every scholar has the right to learn, be engaged, and grow in a healthy school environment. We embrace every scholar's strengths and explore ways to strengthen our relationships with our scholars and their families. CSE is committed to building collaborative leadership and effective capacity between and among staff, parents, and scholars. All CSE employees must share, understand, and implement a culture of learning at all levels of the organization. Our consistent focus on a culture of learning is paramount to the growth and success of our students. CSE seeks individuals who will optimistically and confidently abide by this culture of learning.

The core values that drive this new culture of learning are:

1. Aiming for High Academic Achievement
2. Embracing Cultural Pride and Identity
3. Modeling the Excellent Way of respect, responsibility, and reflection.
4. Implementing Data Driven Decisions
5. Having High Expectations
6. Creating a safe Social-Emotional Learning Environment

The above responsibilities are not a complete compilation of this position's responsibilities but provide a broad basis of what is expected from the person in this position. This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Job Summary

Under the direction of the principal, this position works extensively with small groups of struggling students to help them improve specific reading and math concepts & skills. This person also substitutes for teachers when the teachers are absent.

Responsibilities

Instructional Responsibilities (70%)

- Provides direct instruction to students identified as eligible for reading and/or math services in individual, and/or small group settings.
- Uses identified needs to guide the learning process toward student achievement of school's reading and math content standards. Establishes clear objectives for all lessons using formal and informal assessment data obtained from students.
- Uses a variety of reading and math materials to support content standards and the needs and capabilities of the individuals or student groups involved.
- Creates a learning environment and program of study that is conducive to learning and appropriate to the maturity and interests of the students.
- Maintains accurate data records for each child
- Substitute for absent or pre-planned absences of classroom teachers
- Assist with transportation as assigned.
- Performs other duties as assigned by supervisor
- Obtain short call substitute license
- Substitute for teachers as needed

Family and Student support (30%)

- Conducts or participates in needed parent conferences and telephone conferences.
- Assists the implementation of all policies and rules governing student life and conduct in a fair and just manner.
- Builds rapport and becomes familiar with students through daily interaction
- Assess the accomplishments of students on a regular basis and provide progress reports as required.
- Able to use conversational Hmong for communicating with families, such as conferences, phone calls home for reminders, and as needed

Position Specifications

Skills, knowledge and abilities

- Bilingual in English and Hmong or Karenni
- Experience and aptitude working with children
- High level of patience and ability to calmly and clearly communicate with students, staff and parents
- Demonstrates multi-cultural experience and ability to communicate with limited English speakers

Interested applicants should apply by sending the following credentials and completed application to hr@csemn.org or to the school address at:

**Community School of Excellence School
District #4181, 270 Larpenteur Ave West, St. Paul, MN 55113**

Please submit the following:

1. Letter of interest
2. Current Resume
3. Completed [CSE Application](http://www.csemn.org/employment)

www.csemn.org/employment

- Demonstrates superior judgment in all aspects of work
- Ability to work independently with minimal supervision, while also being a strong team player
- Familiarity and comfort with electronic forms of communication, including ready access and responsiveness to e-mail correspondence
- Ability to multi-task and handle high volume of interruptions
- Ability to meet deadlines and hold oneself accountable to meeting deadlines.

Qualifications

- AA degree; preferred BA degree
- Prefer experience in elementary reading and/or math instruction.
- Knowledge of Hmong culture and issues facing Southeast Asian communities, especially Hmong families
- Commitment to building the strengths of immigrant/refugee families