



Advisor/Special Education Paraprofessional

Updated: June 3, 2025

New Legacy Charter School is a free, public school for pregnant and parenting high school students and their children in northwest Aurora. We are located at 2091 N. Dayton Street, Aurora, CO 80010 and serve approximately 95 high school students and 65 children in an on-site early learning center. The school is authorized by the Colorado Charter School Institute and opened in August of 2015, with our first class graduating in June 2016.

We offer students a rigorous, relevant, and engaging education so they are empowered with the skills needed to raise healthy children and graduate prepared for success in college and careers. Our vision is to see young families creating a legacy of education leading to compelling careers, financial independence, and positive parenting. Our school model combines flexibility with a strong school culture based on healthy relationships and student leadership.

I. QUALIFICATIONS:

- Must have a Bachelor's Degree from an accredited college or university
- 2 or more years experience working in an urban high school preferred
- Experience working with high school age youth in a program or community setting is required

II. EMPLOYMENT STATUS:

This is a full-time, exempt, at-will position. The Advisor/Special Education Paraprofessional reports directly to the High School Principal.

III. JOB GOALS:

1. Special Education Paraprofessional:

- Have experience working successfully in an urban school and have a track record of assisting teachers to improve student achievement.
- Understand and maintain the confidentiality of student information.
- Have weekly check-ins with the Special Education Teacher.
- Have a high school diploma or GED, and preferably an associate or bachelor's degree, ideally in education or a related field.
- Be a highly collaborative, results-oriented, adaptable, problem-solving self-starter.
- Embrace the use of data to inform instructional planning and practice, which includes sharing and analyzing student performance results
- Experience working in an entrepreneurial, dynamic school or related demanding environment.
- Be positive, flexible, thoughtful, passionate, motivating, and empowering with students.
- Have excellent written and verbal communication skills.
- Be computer savvy, with proficiency in email, typing, spreadsheets, Google Docs, etc.
- Ideally have experience using Infinite Campus and/or Frontline for recording minutes and notes on students in the case load..

- #### **2. Advisor:** Managing and implementing personal learning plans for students based on their career interests or goals. Overseeing student internships, meeting with mentors, and following Advisory curriculum (used school wide) to help prepare students for graduation and beyond.

Two periods a day on MWF, all day on TTH: Develop deep relationships with students and a very personal understanding of their strengths, needs, interests, career goals, etc. Assist students in finding an internship (and mentor) for Tuesdays and Thursdays, and then oversee that process from beginning to end. Serve as your advisees' ambassador and guide to success both inside and outside the building.

New Legacy has adopted a competency-based learning/assessment system, and the focus of this class should be to leverage the sciences (and PBL) as a vehicle for teaching students how to become better readers, writers, researchers, communicators, and thinkers. A student-centered approach is requisite, and a desire to teach from a social justice orientation preferred.

IV. POSITION RESPONSIBILITIES

- Work with the Special Education Coordinator to implement appropriate modifications and accommodations as dictated by students' IEPs.
- Support general education teachers in implementing needed modifications and accommodations.
- Provide push-in or pull-out instructional support as needed.
- Assist with annual testing and data collection of students as needed.
- Implementing lesson plans and activities with students in Advisory.
- Coordinating internships and Real World Learning opportunities for students in Advisory in alignment with school program policies.
- Serving as the primary "in-house" substitute teacher to cover classes when staff are out

V. OTHER RESPONSIBILITIES:

- Provide support for other teachers in implementing effective intervention strategies.
- Ensure all IEPs are up-to-date, that all teachers understand their students' IEPs, and that IEPs are monitored effectively throughout the year to ensure students' needs are being met.
- Coordinate services with other providers such as contracted speech language pathologists, occupational therapists, psychologists, social workers, and nurses when required by students' IEPs.
- Participate actively in 1) ongoing instructional coaching and support; and 2) professional development based on both individual and school-wide needs.
- Participate actively in school-wide community-building rituals such as morning check-in, community meetings, community lunches, and staff circles.
- Ensuring compliance with board and school policies
- Maintaining an overall safe and clean classroom environment
- Compiling, preparing, and maintaining accurate records and data for grant reporting (with support from Principal and Executive Director)
- Handling multiple responsibilities simultaneously
- Employing current technology skills that includes but is not limited to Word, Excel, PowerPoint, Google Suite, etc.
- Performing additional duties as assigned. This may include, but is not limited to, lunch duty, supervision of students, subbing for class coverage, participation in after-school activities, and leadership conferences/trainings
- Build and utilize relationships with student guardians and staff members when supporting student behavior interventions

VI. PHYSICAL REQUIREMENTS:

- Tasks will require frequent sitting, standing or walking, and may include extended periods of time sitting at a keyboard or standing in a classroom or business setting.

- Tasks require dexterity in the use of fingers, limbs, or body in the operation of all equipment related to nurse aide skills or office equipment.
- Tasks may require participation in virtual meetings, interviews, or conferences for extended periods of time.
- Tasks may require driving a personal vehicle to community events, business meetings, stores (for purchasing items), or evaluating a student internship location.
- Tasks may require occasional overnight travel for conferences or visiting other schools in the network for professional development.

VII. MISSION ALIGNMENT:

Mission-aligned members of the New Legacy community:

- Dedicate themselves to the school's mission and vision, adopting a "whatever-it-takes" attitude in helping our students succeed.
- Understand that relationships are essential to working with students who have been disengaged from their education and are at-risk of dropping out of school. Staff members pursue appropriate and healthy relationships with students, including advocating for them and their success.
- Believe our students have strengths and assets, and build on these strengths in their work.
- Oversee open and consistent communication with students and their families about their academic progress, health success and needs, parenting success and needs, individual graduation plans, and college planning. Also communicate proactively with colleagues about student needs to ensure integrated support.
- Maintain a positive attitude and a solution-based approach to challenges in the workplace.
- Are committed to restorative justice as a means of addressing conflicts or challenges in the community, whether between students, staff members, or students and staff members.
- Are committed to inclusive excellence. This means they are willing to engage in conversations about privilege, power, equity, and diversity, and are willing to invest time in community-building and professional development based on inclusive excellence.
- Are active participants in a supportive and demanding professional community that fosters respect, trust, honesty, risk-taking, open-mindedness, flexibility, collaboration, and continuous improvement.

VIII. APPLICATION PROCESS:

To apply for the position of Advisor/Special Education Paraprofessional, submit a cover letter and resume (with references) to Sara Kahn. Salary range is \$40,000-\$55,000 with benefits (health, dental, vision, retirement and paid time off). Salary is commensurate with experience. In the cover letter (no more than 2 pages), applicants should address the following questions:

1. Why are you interested in working at New Legacy Charter School?
2. What role do you think the community can play in educating and preparing students for their future?
3. How can schools best find a balance between setting high academic expectations for individual students and supporting these students by "meeting them wherever they are at" in life?

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