



HHG's vision is to equip all children with the skills necessary to access world opportunities via an unparalleled educational experience.

The mission of HHG is to establish schools with a quality curriculum based on national and international standards with highly effective leadership taking and activating the vision.

Position: Paraprofessional
Reports To: Principal
Employed By: Hanley Harper Group, Inc.

Job Summary:

Assist Teacher in instructing students in academic, social and motor skills consistent with the goals and principles of the Academy.

Primary Responsibilities:

- Assist Teacher in classroom instruction and management.
- When instructed by Teacher, primarily responsible for instruction and management.
- Assist in preparing lesson plans.
- Assign lessons at the direction of the teacher.
- Assist students with test preparation.
- Teach and enforce Academy rules on conduct and behavior.
- Maintain order in classroom, playground and lunchroom.
- Counsel students when emotional or academic problems arise.
- Communicate with Teachers about at-risk students.
- Attend staff meetings.
- Participate in in-service training.
- Attend conferences and seminars and presents information to staff.
- Perform other duties as assigned.

Education, Certification and Work Related Experience Requirements:

- Associate's degree or higher in related field.
- Successfully pass State and Federal criminal background checks and unprofessional conduct inquiries.