



Central Catholic

HIGH SCHOOL

Central Catholic High School is a college preparatory school committed to educating students from diverse backgrounds in a Catholic community, challenging each individual to live as a Christian witness in service to others.

JOB TITLE: Rams Program Paraprofessional Aide / Part-Time

POSITION PURPOSE:

The Central Catholic Rams Program is designed to assist students with intellectual and developmental differences so that they can succeed within the regular curriculum. The primary function of the Rams Program Paraprofessional Aide is to support the success of each Central Catholic student within the regular classroom and help implement special education or related services for a class and/or to provide direct assistance to a student.

QUALIFICATIONS:

- Be at least 18 years of age
- Have a high school diploma
- Be capable of physically assisting students with special needs as required (positioning, lifting, transferring, etc.)
- 2 years experience working with people with disabilities/special needs
- Strong communication and interpersonal skills
- Ability to maintain confidentiality
- Completion of any required training necessary for the position
- Have demonstrated the ability to work effectively under the direction of others
- Have demonstrated the ability to work cooperatively and collaboratively with others
- Support the Mission Statement of the school
- Highly skilled in the use of all Microsoft Office products

SPECIAL REQUIREMENTS:

- The person employed for this position must be able to verify identity and employment authorization
- The candidate selected for this position must complete a pre-employment background check and all Archdiocesan required trainings and certifications

ESSENTIAL JOB FUNCTIONS:

Assist Rams Program coordinator and educational staff in performing duties of Rams Program that include, but not limited to:

- Monitor small groups of students with intellectual disabilities
- Assist Rams Program coordinator in the educational and social development of students and peer mentors
- Assist Rams Program coordinator with classroom duties and records
- Support students with emotional or behavior concerns and assist them in developing appropriate social skills
- Assist Rams Program coordinator in performing clerical duties such as making copies, operating office equipment, answering telephones, ordering materials, and record keeping.
- Escort students to vocational training jobs
- Chaperone student community outings
- Other related duties as assigned

Provide 1:1 support to student with significant special needs that include:

- Support student inside and outside of the classroom
- Support the physical and emotional needs of the student such as medical care, grooming, and other personal care
- Work with peer mentor to engage student in academic and vocational activities
- Communicate areas of growth and areas of need of student frequently with Rams Program coordinator and other school personnel
- Maintain academic and vocational records of student
- Adhere to Individual Toileting Protocol (adapted from Portland Public Schools) and assist student with toileting and other personal care needs of student
- Assist student in feeding and drinking
- Work with Rams Program coordinator, classroom teachers, peer mentors, and parents in establishing and implementing a daily routine for student
- Other related duties as assigned

OTHER DETAILS:

- **Compensation:** Commensurate with experience, training level
- **Current salary range:** \$16.00 - \$18.00 per hour.
- **Start Date:** August 19, 2019
- **Terms of Employment:** 12 hours per week, August 2019 - June 2020
- **Application Deadline:** Open until filled
- **Application Process:** Please email or fax application, cover letter, resume, and three letters of reference to Mary Wilson, mwilson@centralcatholichigh.org, or fax 503-233-0073.

Questions concerning this position should be directed to Mary Wilson, Rams Program Coordinator, Central Catholic High School, 503-235-3138, ext 1245.

Central Catholic High School seeks a student body and faculty who reflect diversity in gender, ethnic background, and socio-economic status. Such (diversity encompasses more than multicultural representation; it also means the broadening of the educational experience to develop an understanding of the various geographic, cultural, gender, ethnic, racial, and religious heritages and traditions). As a Central Catholic employee, you are called upon to be a role model and a witness to the Gospel of Christ. Your main charge is to be engaged in creating an atmosphere in which the religious faith of each individual student as well as their intellectual, moral, and physical capacities can be developed.