



Glen Canyon Outdoor Academy  
P.O. Box 4929/ 835 Newburn Rd.  
Page, AZ 86040  
[info@gcoacademy.org](mailto:info@gcoacademy.org)

## **JOB DESCRIPTION – Paraprofessional**

POSITION: K-8 Paraprofessional  
LOCATION: Page, AZ  
REPORTS TO: Paraprofessional Lead  
SALARY RANGE:\$15 per hour

### **SCHOOL MISSION STATEMENT:**

GCOA is committed to providing an active student-centered environment through outdoor expeditionary learning, collaborative teachers, and family and community engagement that will develop inquisitive explorers, cultivate creative thinkers, and empower resilient learners.

### **ORGANIZATION OVERVIEW:**

Glen Canyon Outdoor Academy (GCOA) is an accredited Charter School serving the community of Page, Arizona, and surrounding Navajo Nation Reservation communities. Page has a population of nearly 8,000 and is the largest town within a 130-mile radius. A benefit is being located in the center of the Grand Circle atop the majestic Colorado Plateau, Page is surrounded by stunning geology and tribal and public lands. The development of GCOA came from citizens of Page seeking to utilize the amazing natural resources that surround our area, capitalizing on the rich culture of our people, and from the desire to offer a unique and engaging learning model to our students.

### **POSITION SUMMARY:**

The GCOA paraprofessional provides general supervision of the classroom, school grounds, and student fieldwork trips. Supports the instructional program by providing instructional assistance to the classroom teacher in delivering Arizona State Standards through the GCOA board-approved curriculum. Under the supervision of classroom teachers and school leadership, assists in conducting intensified learning experiences for students in assigned areas of study. Required to perform various clerical and supportive tasks in support of classroom instruction, and student supervision, and perform related work as required. This position is a 10-month position.

### **RESPONSIBILITIES AND DUTIES (*other duties may be assigned*):**

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- Tutors students individually or in small groups to reinforce and follow up learning activity.
- Oversees and supervises students during classroom activities, in the library, on field trips, and at lunch and recess.

- Assists in the development of a variety of instructional materials.
- Performs a variety of regular clerical duties, such as filing, typing, or duplicating materials.
- Maintains student records, attendance, and files.
- Operates a variety of instructional media, office machines, and equipment.
- Maintains discipline in the absence of the teacher.
- Consult with Specialists and execute plans for students who have an IEP.
- Physically move, lift, or assist students as necessary.

*The Ideal Candidate Will Have:*

- Strong and demonstrated commitment to the school's mission and core model.
- Passion for the outdoors and at minimum an understanding of basic outdoor-related skills.
- Proficiency in gathering and utilizing data and evidence to make instructional decisions.
- Personal ownership for school success and student growth.
- The belief that ALL children can learn and succeed.
- Ability to problem solve and deal with a variety of situations that may arise.
- Ability to work effectively with students, staff, parents, and community from diverse backgrounds and begin responsive to their needs.
- Willingness to "go above and beyond" to support students in achieving academic, behavioral, and social-emotional goals.
- Positive attitude towards being a part of a school team and displays a strong sense of professionalism.
- Management and organizational ability, displaying common sense, and a positive attitude.
- Compliance with all GCOA policies and rules as well as the legal requirements of the State of Arizona.
- Computer skills proficient to address classroom requirements and GCOA educational program needs.

*Preferred Qualifications:*

- Education or related experience
- Associate of Arts Degree (not required)

*Required Qualifications:*

- Arizona State Fingerprint Clearance Card

*Physical Demands and Work Environment:*

The GCOA educational plan requires that paraprofessionals support instruction through both the classroom and outdoor related activities. To perform these tasks paraprofessionals must be able to work in a variety of outdoor settings.

**TO APPLY:**

Send cover letter (identifying reason for applying), application, and resume to [nikkijaborski@gcoacademy.org](mailto:nikkijaborski@gcoacademy.org)