



Birch Grove Community School... "Where Roots Grow Deep and Branches Reach High!"

Post Office Box 2383 Tofte, Minnesota 55615

(218)-663-0170

Email: birchgrove@boreal.org

Website: www.birchgroveschool.com

Facebook: <https://www.facebook.com/birchgrovecommunityschool/>

Mission Statement:

Birch Grove Community School will promote academic excellence utilizing our unique natural setting to prepare students to become socially and environmentally responsible, self-directed, life-long learners.

Birch Grove Community School, a small and unique K-5 elementary school located on the beautiful North Shore of Lake Superior in Tofte, Minnesota, is currently looking for a PT/FT Paraprofessional(s).

Requirements for K-5 Paraprofessionals:

- Must have two years of higher education or pass the ParaPro test
- Previous experience working with children preferred, but not mandatory
- Embrace Birch Grove Community School's Mission
- Must enjoy ages K-5
- Must enjoy the outdoors
- Must successfully pass a background check

Responsibilities for this position include, but is not limited to:

- Provide a safe and nurturing environment for students
- Support students within the classroom
- Support student IEP's
- Assist the classroom teacher
- Work well with small groups of students reinforcing concepts taught by the classroom teacher
- Supervise lunch and/or recess
- Build and maintain positive relationships/communications with students, parents, staff and the public
- Participate in training and informational meetings
- Other requirements and responsibilities may be added at the School Director's discretion

All Paraprofessional positions include:

- Paid Time Off (PTO)
- Employer contribution of 7.5% to PERA (Public Employee Retirement Association)
- 50% discount on Community Service programs: Campsite Kids summer program (K-5), School Year Saplings (primarily ages 3-5), Summer Saplings (primarily ages 3-5), the Seedlings program (primarily ages birth to 3), Summer Seedings (primarily ages birth to 3).

*Summer work is also offered

Process:

After visiting our school website at www.birchgroveschool.com submit the Application for Employment form and a Letter of Interest to Birch Grove Community School at birchgrove@boreal.org

Position(s) will remain open until filled
Equal Opportunity Employer