



# Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

Founded in 2000, the Milwaukee Academy of Science is a K4-12th grade independent charter school serving nearly one thousand scholars in downtown Milwaukee. The mission of MAS is to graduate students prepared to compete successfully at the post-secondary level. African American students comprise 99% of the student body, and over 95% of students qualify for free or reduced meals. Regardless of student background and external factors, MAS maintains the expectation that students should be on grade level and proficient on state assessments. Teachers are expected to plan and prepare rigorous lessons as well as communicate and collaborate with staff and parents.

## **I. Accountability Objectives:**

Paraprofessional staff at the Milwaukee Academy of Science are responsible for providing licensed staff with support in an educational environment by using culturally responsive instructional strategies, monitoring student progress, analyzing student data and collaboratively planning for providing student interventions.

## **II. Position Characteristics:**

Length of Contract: First-Year Staff- 198 days; Returning Staff- 195 days

## **III. Position Relationships:**

Reports to: Building Principal

Coordinates with: Building Principal, classroom and resource teachers, student service personnel, district coordinators, program support teachers, classified staff, building improvement teams, parents and families

## **IV. Position Qualifications:**

Required Qualifications: Associate Degree or 60 credits from a District Approved College or University

Teacher's Assistant/ Paraprofessionals at the Milwaukee Academy of Science are responsible for the general supervision and management of students and will work under the direction of the classroom teacher to promote educational, social and emotional development.

## **V. Position Responsibilities:**

- A. Understand the educational philosophy of the School and for carrying out the policies of the Board of Directors
- B. Assist children with assignments.
- C. Assist the teacher with classroom management, clerical tasks, and other duties related to



instruction

D. Assist students with computer technology, assistive technology, and media

E. Prepare classroom displays

F. Assist with the correction of student work

G. Tutor students in one-on-one or small group settings

H. Assist and supervise students in other activities as directed by the licensed teacher I. Maintain confidentiality at all times; maintain good attendance and flexibility while working cooperatively with supervisors and other employees

J. Assist with the integration of special education students into the regular classroom setting

K. Be aware of and/or participate on School teams for curriculum development, data analysis, staff development planning, selection of materials, and other committees.

L. Plan for professional growth through staff development, course work, and/or other opportunities.

M. Perform other duties as assigned by the principal and other administrators



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