



**Elementary Paraprofessional
Full Time**

Hours: 7:45AM - 4:00PM M-F

Hiring Pay Range: \$18-\$27/hour

Position Description

Flagstaff Academy seeks an Elementary Paraprofessional for the 2026-27 school year. This position is responsible for supervising lunch and recess duties as well as assisting the grade level teach team with lesson prep, student pull out groups, and other tasks to help the grade level out. The position requires close collaboration with both the lead paraprofessional and the teachers of the grade level.

Qualifications Sought

We seek a dedicated and enthusiastic Full-Time Paraprofessional. This person will work collaboratively with our lead paraprofessional to provide exceptional support and care to students, while being inspired by our mission -- “where science and technology take flight.”

Specifically, we seek an individual with:

- Prior experience working with children
- Ability to work collaboratively
- Willingness to be adapt and be flexible excellent communication skills
- Ability to use time productively
- Demonstrate tact, courtesy, and helpfulness in dealing with staff, students, parents, and visitors to the school

Position Responsibilities:

- Assist with literacy and math small groups
- Foster a positive and safe learning environment by employing effective behavior management techniques.
- Ensure the safety and well-being of students during all program activities and transitions
- Assist in various tasks working with individual students or small groups to reinforce learning materials and skills introduced by the teacher
- Monitor lunch and recess duties
- Assist with afternoon driveline
- Participate in appropriate staff development as required to ensure professional growth.

REQUIREMENTS

1. Educational Background and work experience: The paraprofessional must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H; and must have completed at least one of the following qualifications:

- A four (4) year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the human service field.
- Two years of college training and six (6) months of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of 4 or more children.
- Three years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of four (4) or more children. The program lead must complete six (6) semester hours, nine (9) quarter hours in course work from a regionally accredited college or university, or forty (40) clock hours of training in course work applicable to school-age children within the first nine (9) months of employment.

2. **Patience and Flexibility:** Ability to adapt to the varying needs and personalities of students and maintain a positive attitude in challenging situations.

3. **Physical Constraints:** Must be at least 21 years of age. Must be able to actively be on feet for 8 hours a day as this job requires intentional supervision of students at all times

4. **Team Player:** Strong interpersonal skills and willingness to collaborate with fellow educators and program staff.

5. **Communication Skills:** Excellent verbal and written communication skills to effectively interact with students, parents, and colleagues.

6. **Organization:** Demonstrated ability to multitask, prioritize, and stay organized in a dynamic environment.

7. **Background Check:** Must pass a background check and meet any other state or local requirements for working with children.

LICENSES, REGISTRATIONS or CERTIFICATIONS

- CPR, First Aid, Standard Precautions and Medication Administration certifications required within 90 days of hire date.
- Mandated Reporter certification within the 1st day of hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE

Paraprofessional: Reports to Lead Paraprofessional

Direct reports: This job has no direct supervisory responsibilities.

ABOUT FLAGSTAFF ACADEMY CHARTER SCHOOL

Located in Longmont, Flagstaff Academy is a tuition-free public charter school serving grades kindergarten through eighth. Our school also offers a tuition-based full- and part-time preschool program for three and four year olds.

Since its founding in 2005, Flagstaff Academy has grown into Longmont's premier science and technology school. Our mission is to develop students who are equipped to be well-rounded, ethical leaders in the world community with a foundation based on science and technology.

As a public charter school, Flagstaff Academy is operated by a board of directors made up of

parents and community members. Our school serves approximately 800 students and is part of the St. Vrain Valley School District. The Flagstaff Academy guiding principles are:

- Provide a K-8 Core Knowledge-based education with a science and technology focus that challenges students to achieve their academic potential.
- Pursue excellence in every student and employee.
- Promote, value, and recognize academic achievement and creativity.
- Welcome a diverse student population.
- Respect the individual, classroom, school, community, and world.

PAY RANGE

This position is expected to pay within the listed pay range based on qualifications, skills, and experience.

Flagstaff Academy Offers an Extensive Benefit Package:

- **Medical & Rx** - Employees can choose between two UMR healthcare plans, a PPO or a HDHP, with prescription coverage through OptumRx
- **KerixHealth** - At no cost to employees, Flagstaff Academy provides access for employees and dependents who are enrolled in one of our UMR healthcare plans to KerixHealth, a Direct Primary Care healthcare provider
- **Teledoc** - At no cost to employees, Flagstaff Academy provides access to a telehealth program that offers medical and select behavioral health visits via video or telephone.
- **Dental** - Dental insurance is provided through Delta Dental of Colorado with Flagstaff Academy paying the full cost for the employee's coverage
- **Vision** - A voluntary vision insurance plan is available through VSP
- **Flexible Spending Accounts** - A medical FSA is available for those covered under the UMR PPO plan, allowing employees to use pre-tax dollars to pay for unreimbursed healthcare costs. A dependent care FSA is available for employees to pay for qualifying dependent care expenses with pre-tax dollars
- **Health Savings Account** - A HSA partners with coverage under the UMR HDHP plan, allowing employees to contribute funds on a pre-tax basis to use or save for eligible healthcare expenses now and in the future. Each plan year, Flagstaff Academy contributes \$720.00 to the HSA for employee only coverage or \$1,200.00 for employee + dependent(s) coverage
- **PERA Retirement** - In lieu of Social Security, public employees in the state of Colorado contribute to a tax-deferred retirement account that is administered by Colorado PERA. Employees contribute 11% of monthly earnings while Flagstaff Academy contributes 21.4% to the PERA pension trust fund on the employee's behalf
- **Life/AD&D insurance** - Flagstaff Academy provides a Life/AD&D insurance policy with a \$40,000 benefit for each eligible employee
- **Short Term Disability** - Flagstaff Academy provides a Short Term Disability policy for each eligible employee
- **Paid Time Off** - Employees are granted PTO based on years of service and number of contract days. Part-time employees are granted PTO prorated at the percentage of a 40-hour week
- **Free Childcare** - Staff can access childcare before/after school, as well as during all

professional development days, through our Dragon Flight Care program

- **Employee Appreciation** - Flagstaff Academy offers an unmatched employee appreciation program throughout the school year

Additional Voluntary Benefit Options:

- **Voluntary Retirement Options** - Employees may choose to contribute additional funds through payroll deductions to either a 401(k) or 457(b) plan offered through PERA Plus
- **Life/AD&D Insurance** - Additional term life insurance is available at a group rate for coverage of employee, employee's spouse, and employee's child(ren)
- **Long Term Disability** - Long term disability insurance is available at a group rate
- **Aflac** - Aflac Accident and Aflac Critical Illness plans are available at a group rate
- **Norton LifeLock** - Two plans for identity theft protection are available at a group rate

To apply, send a letter of interest, a current resume, and three letters of recommendation/reference to employment@flagstaffacademy.org, or by mail to Employment, Flagstaff Academy, 2040 Miller Drive, Longmont, CO 80501.

Flagstaff Academy is an equal opportunity employer.

NOTE: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Flagstaff Academy reserves the right to modify any descriptions contained herein provided such changes are publicly posted and disclosed to all applicants.