



Specialized Program Paraprofessional Position
Full Time
\$19-29/hour

Position Description

Flagstaff Academy seeks a Specialized Program Paraprofessional for the 2026-27 school year. The position requires support and services to students who have a significant disability, medical needs, and/or many coordinated services. Services could require health related training, data collection, and direct physical support to students in addition to instructional support.

Qualifications Sought

We seek a talented educator who can support students while being inspired by our mission: “to develop students who are equipped to be well-rounded, ethical leaders in the world community with a foundation based on science and technology.” The successful candidate is expected to deliver dynamic educational experiences working with students having a variety of disabilities.

Specifically, we seek an educator with:

- AA degree or have passed State Approved Assessment
- At least one year of experience working with students in a school setting, with preferred experience in working with children with various learning and physical disabilities
- Experience with math and literacy instruction
- Good communication, organizational, and interpersonal skills
- The ability to work collaboratively
- A willingness to work closely with families
- Ability to form positive relationships with adolescents
- Expertise integrating technology effectively
- The ability to use good judgment in problem solving and decision making

Major Responsibilities and Duties:

- Ability to work with students with diverse backgrounds and abilities individually or in small groups
- Support students in the general education classroom and resource classroom
- Ability to maintain confidentiality in all aspects of the position
- Use progress monitoring tools to track student progress
- Assist with the supervision of students during meals, emergency drills, assemblies, play periods, or field trips
- Assist with supervision of daily routines and schedules
- Provide information and assistance to a substitute teacher should one be assigned
- Participate in appropriate staff development as required to ensure professional growth
- Participate in staff meetings and department meetings as required by the supervisor
- Perform other duties as assigned



Job Skills and Qualifications:

1. High school diploma required; college degree preferred
2. Experience working with students with disabilities
3. Strong systems orientation and commitment to follow-through
4. Experience working with elementary and middle school students

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. 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.

Mission

The Mission of Flagstaff Academy 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.

Guiding Principles

- Provide a K-8 Core Knowledge-based education with a science and technology focus that challenges students to achieve their academic potential
- Provide opportunities for scientific and technological exploration
- Pursue excellence in every student and employee
- Promote, value, and recognize academic achievement and creativity
- Welcome an academically 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 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.