Nativity School *of* Worcester

Paraeducator

Full Time

About Nativity School of Worcester:

Nativity Worcester is an accredited, independent middle school providing a holistic, tuition-free, faith-based education rooted in Ignatian values to students of all faiths from under-resourced communities. Our co-divisional model pairs rigorous single-sex academics with integrated social and extracurricular experiences, maintaining small classes and an extended school day and year to support strength, scholarship, character, and service.

Role Overview:

The Paraeducator is a mission-driven, student-centered team member who supports teaching and learning across grades 5–8 in general education classrooms. Working closely with lead teachers and student support staff, the Paraeducator helps create an engaging, structured, and inclusive learning environment; provides small-group and 1:1 academic support; assists with classroom routines and materials; and contributes to students' social-emotional growth and the school's community life. Depending on the needs of the school, the Paraeducator may also assume responsibility for teaching one or two elective classes, including Spanish, Renaissance, or Religion. The Paraeducator also fulfills lunch, recess, and after-school program supervision duties.

Key Responsibilities:

Reporting to the Principal:

- Instructional support
    - Depending on the instructional and staffing needs of the school, may be assigned to serve as the lead teacher for one or two elective classes, including Spanish, Renaissance, or Religion. Responsibilities may include lesson planning, instruction, assessment, and classroom management.
    - Provide in-class support during whole-group instruction; circulate to check for understanding, prompt strategies, and redirect as needed.
    - Lead or assist small-group and 1:1 interventions during dedicated blocks (e.g., WIN), reinforcing skills in ELA, Math, Science, and Social Studies per teacher direction.
    - Help implement AVID-aligned strategies (organization, note-taking, inquiry, collaboration) and complete related trainings provided by the school.
    - Support accommodations and scaffolds outlined by the Student Support Team; document student progress data as directed.

    - Prepare, organize, and distribute classroom materials; set up learning centers and technology; assist with assessments (proctoring, make-ups).
    - Acts as the primary substitute teacher when teachers are absent. Co-teach classes as needed.
- Student culture and care
    - Model the school's core values and support an orderly, inclusive classroom environment.
    - Build positive relationships with students that promote belonging, persistence, and growth.
    - Supervise non-instructional times, including lunch and recess, ensuring student safety and positive engagement.
- Collaboration and operations
    - Collaborate with lead teachers and department teams; attend weekly staff meetings and Student Support Team meetings as needed.
    - Communicate observations about student progress and concerns to teachers and the Principal promptly and professionally.
    - Proctors at least two lunch or recess duties each day.
    - Assist with dismissal, morning advisory, and occasional emergency classroom coverage.
    - Participate in staff orientation, retreats, Summer Session orientation and programming, and other school events as assigned.
    - Support special projects and general faculty responsibilities outlined in the Nativity Employee Handbook.

Schedule and Year:

- Full-time, on-site, 9:00 a.m.–5:00 p.m. Mondays-Thursdays and 8:00 a.m.-4:00 p.m. on Fridays, aligned to the extended school day and year. This is an exempt position so occasional hours of work outside the above schedule, such as for school events, is required.
- July commitments include:
    - Summer Orientation: July 2027, specific dates TBD
    - Summer Session: July 2027, dates TBD
- Additional end-of-August orientation dates will be communicated by August 1, 2027
- Follows the annual Academic Calendar (provided upon acceptance).

Qualifications:

- Required:
    - High school diploma or equivalent.
    - 1–2 years of experience in an educational setting or working with middle school students (school, camp, after-school, tutoring, youth programs).

    - Demonstrated cultural sensitivity and commitment to diversity, equity, inclusion, and anti-racism.
    - Even disposition, professional judgment, and the ability to work courteously and flexibly under pressure.
    - Citizenship, residency, or work authorization in the United States.
- Preferred:
    - Bachelor's degree (any field).
    - Experience supporting instruction in grades 5–8.
    - Familiarity with AVID strategies or similar college-readiness frameworks.
    - Spanish proficiency.

Compensation and Benefits:

Salaried, exempt position; salary based on experience and qualifications. The salary range is $50,000 to $60,000. Competitive benefits package, including medical, dental, and vision insurance, retirement match, and tuition reimbursement.

Equal Employment Opportunity Nativity School of Worcester is an equal opportunity employer. We welcome and encourage applications from individuals who contribute to our diversity. All qualified applicants will receive consideration without regard to race, color, religion, sex, mental or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.

How to Apply Submit a cover letter and résumé to careers@nativityworcester.org. In your cover letter, please share how your experiences align with our mission and working with middle school students.