



Glen Canyon Outdoor Academy  
P.O. Box 4929 19 Poplar St.  
Page, AZ 86040

[info@gcoacademy.com](mailto:info@gcoacademy.com)

## **JOB DESCRIPTION – Paraprofessional**

POSITION: K-8 Paraprofessional

LOCATION: Page, AZ

REPORTS TO: School Director

SALARY RANGE: Starting at \$15 per hour

SCHOOL MISSION STATEMENT:

GCOA is committed to providing an active student-centered environment through outdoor expeditionary learning, collaborative teachers, and family and community engagement that will develop inquisitive explorers, cultivate creative thinkers and empower resilient learners.

ORGANIZATION OVERVIEW:

Glen Canyon Outdoor Academy (GCOA) is an accredited Charter School opening in the fall of 2022, serving the community of Page, Arizona and surrounding Navajo Nation Reservation communities. Page has a population of nearly 8,000 and is the largest town within a 130 mile radius. A benefit is being located in the center of the Grand Circle atop the majestic Colorado Plateau, Page is surrounded by stunning geology and tribal and public lands. The development of GCOA came from citizens of Page seeking to utilize the amazing natural resources that surround our area, capitalize on the rich culture of our people, and the desire to offer a unique and engaging learning model to our students.

POSITION SUMMARY:

The GCOA paraprofessional provides general supervision of classroom, school grounds and on student field work trips. Supports the instructional program by providing instructional assistance to the classroom teacher in delivering Arizona State Standards through the GCOA board approved curriculum. Under supervision of classroom teachers and school leadership, assists in conducting intensified learning experiences for students in assigned areas of study. Required to perform a variety of clerical and supportive tasks in support of classroom instruction, student supervision, and perform related work as required.

## RESPONSIBILITIES AND DUTIES (*other duties may be assigned*):

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- Tutors students individually or in small groups to reinforce and follow-up learning activity.
- Oversees and supervises students during classroom activities, in library, on field trips, and at lunch and recess.
- Assists in the development of a variety of instructional materials.
- Performs a variety of regular clerical duties, such as filing, typing or duplicating materials.
- Maintains student records, attendance and files.
- Operates a variety of instructional media, office machines, and equipment.
- Maintains discipline in the absence of the teacher.
- Physically move, lift or assist students as necessary.

## The Ideal Candidate Will Have:

- Strong and demonstrated commitment to the school's mission and core model
- Passion for the outdoors and at minimum an understanding of basic outdoor-related skills.
- Proficiency in gathering and utilizing data and evidence to make instructional decisions.
- Accepts personal ownership for school success and student growth.
- Believes that ALL children can learn and succeed.
- Ability to problem solve and deal with a variety of situations that may arise.
- Ability to work effectively with students, staff, parents and community from diverse backgrounds and begin responsive to their needs.
- Willingness to "go above and beyond: to support students in the achieving academic, behavior and social emotional goals.
- Positive attitude towards being a part of a school team and displays a strong sense of professionalism skills.
- Management and organizational ability, displaying common sense, and a positive attitude.
- Comply with all GCOA policies and rules as well as the legal requirements of the State of Arizona.
- Computer skills proficient to address classroom requirements and GCOA educational program needs.

## Preferred Qualifications:

- Associated of Arts Degree (not required)

## Required Qualifications:

- Arizona State Fingerprint Clearance Card

*Physical Demands and Work Environment:*

The GCOA educational plan requires that paraprofessionals support instruction through both the classroom and outdoor related activities. To perform these tasks paraprofessionals must be able to work in a variety of outdoor settings.

TO APPLY:

Send cover letter (identifying reason for applying), application, and resume to [susanpilkington@gcoacademy.org](mailto:susanpilkington@gcoacademy.org)

# GLEN CANYON OUTDOOR ACADEMY

## EMPLOYMENT APPLICATION

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*Glen Canyon Outdoor Academy is an Equal Opportunity Employer. Applicants are considered for all positions without regard to age, race, color, religion, sex, national origin, sexual orientation, marital status, veteran status, or the presence of a non-job related medical condition or handicap. Please contact the school office if you require assistance with the application process.*

Position Desired: \_\_\_\_\_

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

**Education** - Provide credit hours completed if no degree was obtained.

Type	School	City / State	Dates Attended	Diploma / Degree

**Certification** – If applicable, list all areas in which you hold a valid teaching or professional certificate.

Area of Certification	Issuing State	Date Issued

**Reference** - Provide professional references with an emphasis on supervisors.

Name	Organization	Phone #	Time Known	Relationship

**Experience** – Present or most recent first

Employer	Dates Employed	Your Title	Supervisor	Reason for leaving

**Personal Responses**

1. Have you ever been convicted of a felony or other criminal offense? Yes      No

If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

2. Have you ever been accused of a crime of any type towards a minor? Yes      No

If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

3. Have you ever been involuntarily terminated from a job? Yes      No

If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

4. In the last ten years have you been fired from a job or quit to avoid termination? Yes      No

If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

**Disclaimer** - Please read, sign and date.

*I certify that the information contained in this application and any attached resume is true and complete to the best of my knowledge. I understand that consideration for employment is contingent on the results of a reference check, background check, employment eligibility and other job specific requirements. Therefore, I authorize Glen Canyon Outdoor Academy and/or its affiliates to investigate the truthfulness of all statements made on all application materials. I understand that false statements can disqualify me for employment or cause my subsequent dismissal. If hired I agree to provide proof of identity and eligibility to work in the United States in accordance with all state and federal guidelines.*

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**\* \* \* SUBMIT ALL APPLICATIONS DIRECTLY TO GLEN CANYON OUTDOOR ACADEMY \* \* \***

**Glen Canyon Outdoor Academy**  
**Temp office located at 19 Poplar St. Page, AZ**  
**[susanpilkington@gcoacademy.org](mailto:susanpilkington@gcoacademy.org)**  
**PO Box 4929**  
**Page, Arizona 86040**