

**Open Mind School**  
**1215 O'Brien st. Menlo Park, Ca 94025**  
**Openmindschool.org**

**Job Description**

**Position Title: Classroom Support**  
**Classification: Part-time or Full-time**  
**Compensation:DOE, very competitive**

**Inclusion Classroom Support Description**

Open Mind School is a nonprofit 501 (C) (3) public charity organization serving children ages four through twelve, who are gifted, those typically mainstreamed, and children with a range of special needs. Our year-round school provides both partial and full day school programs, afterschool programs, home support, and weekend recreational activities. The goal of Open Mind School is to empower children and their families with the skills and motivation they will need to reach their unique developmental potential.

**Position Description:**

The position of Classroom Support Professional is a unique opportunity for professionals interested in a career in Education to gain meaningful hands on experience. The school day is 9am-2:30pm and staff is expected to be onsite from 8:30am-4:30pm. All materials, curriculum, and training will be provided by Open Mind School. Some flexibility in scheduling for the right person.

**Key Responsibilities:**

- Follow an individual education program for the student based on the student's IEP and education plan including positive behavior support plans.
- Keep the child(ren) motivated and engaged.
- Provide support for group, small group, and individual instruction. We will have art therapists, music therapist, and yoga/movement providing enrichment.
- Under the direction of the Inclusion Teacher you might be responsible for planning, preparing, and implementing lesson plans.
- Support the classroom teacher in daily instruction.
- Help students follow safe and appropriate toileting routines.
- Carry your cell phone at all times but only use it for work related communication.
- Be on time at the beginning of school and when returning from breaks.
- Control the amount of language used in the classroom, limit cross talk with co-workers (this is verbal clutter and very disorganizing for students and the environment).
- Attend team meetings.
- Separate your personal life from your professional life.
- Assist with providing regular, ongoing, positive communication with parents, including but not limited to, daily or weekly written and verbal reports.
- Direct questions from parents as needed to the school director.
- Support the classroom teacher in maintaining classroom structure and organization.
- Administrative tasks as assigned.
- Maintain confidentiality.
- Dress comfortable but professional.
- Have fun and be creative!

**Skills & Qualifications:**

- Classroom support must have completed coursework, and examinations needed to perform duties in a private academic setting. Requirements include a background check, current physical examination, a negative TB test, and police records check.
- Classroom support professionals must possess excellent leadership, interpersonal and time management skills, proficiency with writing and communication, good problem-solving skills, and must work well within teams.

**Benefits:**

- Affiliation with a groundbreaking startup
- Opportunity to positively impact the lives of special needs children and their families
- Job growth opportunities

Email [info@openmindschool.org](mailto:info@openmindschool.org) or [amanda@openmindschool.org](mailto:amanda@openmindschool.org)

Resumes are great but if you do not have one don't let that stop you from reaching out.