

## **Special Educational Assistant** Burnsville Campus

### **About Us**

Seven Hills Preparatory Academy (“SHPA”) is a K-8 public charter school with campuses in Burnsville and Richfield. SHPA is committed to providing an excellent learning environment by engaging students in a rigorous, content-rich curriculum within a Classical education model. SHPA promotes character and social development while embracing the individual needs of each student. The U.S. Department of Education has recognized SHPA for the 2022 National Blue Ribbon Award as an Exemplary High Performing School.

### **Candidates**

Seven Hills Preparatory Academy believes the best Classical teaching and learning fosters disciplined thinking, robust debate, and the joyful pursuit of a hard-earned wisdom. We are most interested in individuals who are confident and resourceful self-starters and problem-solvers willing to work hard and maintain a positive and encouraging attitude congruent with the mission and culture of our school. We also believe a strong, sincere interest in teaching and learning combined with the professional capacity to be a communicative, collaborative, and enthusiastic leader in our school community to be essential.

### **Job Summary**

Seven Hills seeks a Special Educational Assistant at its Burnsville Campus for the 2024-2025 school year. This is a fulltime, 1.0 FTE, position and includes a competitive salary, insurance benefits, and 403b option. The primary duties of this position involve building strong, positive relationships and providing academic and behavior supports to students ranging from grades K-8 with varying academic abilities. Academic supports include one-on-one assistance and small group instruction. Execution of supports will involve communication with general education teachers, special education teachers and office staff as needed. Other duties may include arrival/dismissal duties, assistance in creating learning materials and other general clerical duties and may include lunch and recess monitoring as assigned.

**Open Position:** Special Educational Assistant, Burnsville Campus, 2024-2025 School Year

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**Interested candidates** should submit the following:

- Cover Letter
- Resume
- Two Letters of Recommendation

**Send electronically:** [employment@shpamn.org](mailto:employment@shpamn.org)

**Email Subject Line:** Special Educational Assistant, Burnsville Campus

*Applications will be considered as they are received and the position will be opened until filled. Seven Hills Preparatory Academy is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status.*