

# Elbert School District #200

## Job Description



**Title:** Instructional Paraprofessional

**Reports to:** Student Support Center Director

**Terms of Employment:** Part-time or Full-time available, follows Student Calendar schedule, Training Days required, **Estimated regular schedule** - 4 days/week (Tuesday-Friday: 7:30am - 4:30pm)

### How to Apply:

External and internal candidates can retrieve an employment application at [www.elbertschool.org](http://www.elbertschool.org). Incomplete applications or resumes received in lieu of application will not be considered.

### Why Should You Apply?

- Great benefits: Elbert School district participates in program health, life, vision and dental, insurance for eligible employees under a group plan or plans. Additionally, district employees are eligible for PERA retirement benefits.
- 4-day work week
- You will be a part of a great team
- Training provided

**Rate of Pay:** Starting -\$14.49/hour, potential increase for year of service.

### Qualifications:

1. High School Diploma
2. CDE Teacher Sub License preferred, but not required.
3. Good reading/communication skills
4. Relationship skills necessary to work with teachers and students (previous experience working with children a plus).
5. Ability to follow directions.
6. Basic computer skills.

### Nature and Scope:

To provide classroom instructional support to teachers to help students achieve academic goals established by the district.

### Specific Duties:

1. Work with individual or groups of students as assigned.
2. Assist teachers with clerical work and copying, collation and distribution of school materials as needed.
3. Run scripted curriculum as assigned by a teacher.
4. Administer tests and record data as directed by a teacher.
5. Organize copy, distribute and/or collect workbooks, papers and other materials.
6. Assist teachers with supervision and disciplining of students during class, at recess, breaks, assemblies, during emergency drills, on field trips, etc.
7. Assist in keeping the classroom neat and clean, orderly and generally inviting.
8. May include lunch or recess monitoring duties.
9. Participate in in-service or training programs as assigned.
10. Alert the regular teacher to any problems or special information.
11. Maintain a high level of ethical behavior and confidentiality of information.

**Work Environment and Physical Demands:** Must be able to stand, sit, walk, kneel, crouch, bend, stoop, reach, twist, push and pull.

Elbert School District #200 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.