

December, 2017

**JOB POSTING
NOTICE OF OPENING: LOCAL 2654**

POSITION: SPECIAL NEEDS PARAPROFESSIONAL - BILINGUAL 6.75 hours/day

LOCATIONS: DISTRICT - WIDE

QUALIFICATIONS:

- High School graduate or equivalent; Associates Degree preferred
- Must meet Highly Qualified requirements for Paraprofessionals as defined by NCLB
- Proficiency in English, Arabic and Spanish language preferred
- Previous work with children
- Ability to follow verbal and written instructions
- Ability to effectively communicate with students, parents, and staff
- Ability to organize materials and time efficiently and to keep neat, accurate records
- Ability to work directly with students in an appropriate and professional manner and to give direction as needed
- Display sensitivity to the multi-ethnicity of students

RESPONSIBILITIES AND DUTIES INCLUDE:

- Becoming directly involved and interacting with students on classroom projects and special activities as modeled by the classroom teacher
- Preparing instructional materials under the direction of the teacher in an accurate and timely manner
- Assisting in preparing and maintaining accurate records of student progress
- Work with the students in class with curriculum tasks and assignments guiding and helping but not teaching
- Under teacher supervision, work with the students to reinforce and master material initially introduced by the teacher
- Under the direction of the teacher, assist in supervising, interacting, and working directly students in the classroom and other settings (i.e. lunchroom, playground, band/music room, restroom, library, field trips, and/or other areas)
- Assisting students in developing communication skills and proficiency in English
- Assisting in interpreting the purpose of the program to parents, teachers, and the general community
- Interpret data from a variety of assessments to support instruction
- Keep the teacher informed of any special needs or problems of students
- Maintain confidentiality
- Performs other duties and functions as assigned by the classroom teacher
- Travel to school buildings as required

ACCOUNTABILITY: Responsible to the Director of Student Services and Principal through the Teacher

AVAILABILITY: 2017-2018 School Year

WORK YEAR: Student calendar; Monday through Friday every day that school is in session, part-time 6.75 hours per day,

WAGES: \$10.91 per hour

Qualified applicants should apply on-line via AppliTrack at

<http://www.applitrack.com/fitzgerald/onlineapp/>

Position open until filled