Meridian Elementary School

Part-time Paraeducator

6 hours daily, 11 months per year

**Job Summary**

Under the direction of the class teacher, provide instruction and supervision of individual or small groups of students in a classroom or other learning environment. Assist students with specific learning activities and teachers with instructional and related non-instructional duties.

**Duties and Responsibilities**

**These duties listed are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.**

* Assist students in completing classroom assignments, homework and projects.
* Tutor individual or small groups of students, reinforcing instruction as directed by classroom teacher; monitor and oversee student drills, practices and assignments in various subjects
* Supervises classroom work areas
* Observe pupil behavior, assists in correcting minor problems, and works with the teacher to correct inappropriate student behavior
* Assists in classroom housekeeping, record keeping, and care of equipment
* Duties may include supervision of students during student lunch period and recesses.
* Exhibits caring, compassionate behavior towards all students. Helps to create a positive school environment.
* Maintains confidentiality of all student information.
* Helps maintain a safe and inclusive environment for students
* Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy
* Perform related duties as assigned

**Education:**

High School Diploma, General Education Degree (GED), or State High School Proficiency certificate

Combination of 48 semester units or an Associate’s degree or higher, or taken and passed the CBEST exam, or successful completion of 70% or higher of local Paraeducator Academic Assessment.

**Working Conditions:**

Classroom, multipurpose room, cafeteria and playground environments

Regular interruptions

Group meetings

**Experience:**

Sufficient experience to demonstrate the knowledge and abilities listed above

**Physical Demands:**

The ability to speak in an understandable voice with sufficient volume to be heard in normal conversation. The ability to stand, walk, climb, and move sufficiently around the classroom and campus grounds. The employee must have the ability to occasionally lift or move up to 10 pounds. Eyesight to read a variety of materials including but not limited to small print.

**Requirements/Qualifications**

**All applicants must submit the following:**

Complete and submit online application

Letter of Introduction

Resume

Two Letters of Recommendation

Transcripts