

Rivercrest School District

Para-professional

Application Deadline: October 3, 2018

Duties and Performance Responsibilities

- Work with individual students –and with some small groups of students - to reinforce learning of materials or skills initially introduced and outlined by licensed staff
- Assist the licensed staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual student needs, interests, and abilities
- Monitor work as assigned by the licensed staff
- Alert the licensed staff to any problem or special information about an individual student
- Supervise students and assist with classroom management
- Demonstrate ethical behavior and confidentiality of information about students in the school environment
- Participate in professional development/training programs as needed
- Operate and care for equipment used in the classroom for instructional purposes
- Assist with student supervision during emergency drills, assemblies, play periods, and field trips
- Provide instructional support (i.e., listen to student(s) read, read to students, modify written materials, assist students with projects/assignments for regular classes)
- Provide clerical support (i.e., take attendance, duplicate materials, general filing, compile requested information, etc.)
- Perform other duties as assigned

Education, Experience, Competencies

- Highly qualified paraprofessional credentials (must meet one of the below criteria)
 - High School/GED AND ETS Assessment (ParaPro Assessment with minimum pass score of 457)
 - High School/GED AND 2 years of higher education (60 hours) at an accredited institution
 - High School/GED AND associate's degree or higher
 - Arkansas teacher's license
- Must be able to clear background check and drug test
- Aptitude for the work to be performed
- Interest in children and education
- Willingness to participate in training to enhance ability to work

Salary - Per the district salary schedule for contracted employees.

Application Process - Completed classified applications should be submitted to Harry Alvis, Assistant Superintendent at harry.alvis@smccolts.com . Applications are available at the District Web site at www.rivercrestcolts.org or can be picked up at the district administration office. Documents to be submitted include completed application; resume; photocopy of college transcripts; and/or a photocopy of Praxis/NTE scores.

The Rivercrest School District is an Equal Opportunity Employer.