



Clarkdale-Jerome School District #3  
1615 Main Street  
Clarkdale, Arizona 86324  
Phone (928) 634-5035 – Fax (928) 639-0917  
“Every Student, Every Day, Preparing for Tomorrow”

## Open Position

### Part-Time Paraprofessional

10 Months 19 Hours per week

Rate of pay: \$12.80 – \$16.00 depending on experience

Please complete a classified job application and submit it to the school office.

### PARAPROFESSIONAL I & II

**SUMMARY:** Assists classroom teachers in providing a well-organized classroom environment to ensure a positive learning environment that enables students to benefit from instructional program.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists teachers in providing an effective learning environment
- Assists teachers in lesson preparations (setup, materials preparation, homework check, etc.)
- Maintains vigilance to signs of child abuse or neglect and communicates to appropriate personnel (health aid)
- Provides positive reinforcement for students
- Assists in special class presentations, field trips and activities, as requested
- Assists with evaluating and testing students, as requested by teacher
- Supervises students outside of the classroom when requested (i.e. playground duty, cafeteria)
- Reviews and understands policies and procedures outlined in the student handbook
- Assists the teacher with instruction and evaluation of student work
- Works with small groups and/or 1-on-1 with students to help ensure understanding of lessons and reinforces material introduced by the teacher
- Communicates with teachers and other staff members regarding specific student needs
- Assists teacher in checking notebooks, correcting papers and supervising make-up work
- Participates in professional growth activities provided by the district
- Reinforces classroom behavior plans and its rewards and/or consequences
- Directs and redirects students during school-wide activities
- Communicates student behavior issues to the teacher who then communicates to parents when necessary
- Performs other duties as may be assigned

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard classroom related learning tools and equipment
- Ability to work positively with school age children
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members

- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation with professionalism

## **QUALIFICATIONS & REQUIREMENTS:**

### **Education & Experience:**

#### **Paraprofessional I**

- High School diploma or equivalent
- Associate's degree or receive a passing score on the paraprofessional assessment
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance card required

#### **Paraprofessional II**

- High School diploma or equivalent
- Associate's degree or receive a passing score on the paraprofessional assessment
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance card required
- Four year degree from an accredited college/university

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, and other job specific computer programs.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*