

ASH FORK SCHOOL

Full-time

Special Education Paraprofessional Position

Open: until Filled



EXPECTATION FOR ALL EMPLOYEES: Supports the organizations mission, vision and values by exhibiting the following behaviors: excellence and competence, teamwork, innovation, respect, commitment to our community, accountability and ownership.

POSITION SUMMARY:

- The Educational Assistant shall operate under the Superintendent or designee, within the guidelines established by the local school administration. The Educational Assistant shall be expected to participate in small group and/or individual instruction. The Educational Assistant shall assist as needed with clerical functions, the operation of equipment, preparation of teaching media, and the distribution of supplies. The Educational Assistant shall supervise playground and lunch areas as directed by the Superintendent or designee.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assist with the daily operation of the front office, including miscellaneous clerical duties
- Correct and prepare student papers
- Assist in the supervision of groups and individual students
- Assist in the hygienic needs of students as necessary
- Operate audio-visual equipment
- Assist in the preparation of instructional materials
- Work with individual children for tutoring, repeating lessons
- Teach small groups to reinforce learning skills
- Perform the function of school crossing guard
- Supervise playground activities
- Correctly apply district policies and procedures
- Assure that district discipline and safety guidelines are followed
- Other duties as assigned by Building Principal

QUALIFICATIONS, EDUCATION, SKILLS, AND ABILITIES REQUIRED:

- High school diploma or equivalency is preferred
- Current fingerprint clearance card
- Demonstrated ability to communicate effectively, orally and in writing, both to adults and children
- Computer literacy
- Ability to operate routine equipment
- Demonstrated ability to work effectively without supervision
- Open until Filled

If interested you can pick up an application from Ash Fork Schools at the District Office 928-637-2561.or download from our website www.afjUSD.org.

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