

# JAMESTOWN SCHOOL DISTRICT EMPLOYMENT ANNOUNCEMENT

## JOB ANNOUNCEMENT Paraprofessional – Special Education – [Short-Term](#)

The Paraprofessional assists in the instruction and supervision of individuals and groups of students. This involves tutoring of academic subjects, correcting student work, supporting classroom instruction and supervising during recess.

### MINIMUM QUALIFICATIONS

The Paraprofessional position requires the ability to:

- Assist in the instruction and supervision of individuals and groups of students
- Perform a variety of clerical duties such as filing, sorting, duplicating, maintaining data & records
- Treat students, parents and staff courteously and tactfully
- Develop and maintain effective and cooperative working relationships
- Work confidentially
- Comply with schedules and meet deadlines
- Pass required background checks and clearances

Requirements:

- Have First Aid and CPR Certificate
- Meet the paraprofessional requirements with a CODESP certification or 45 higher education units
- Have proof of negative TB test

Salary per 2016-2017 Classified Salary Schedule Range C  
\$12.35 - \$16.20

This [short-term](#) position is temporary and is based on student needs and may end on or prior to the close of the 17/18 school year. Per Ed Code § 45103(b)(1), this position is non-represented.

Work year will follow School District calendar  
Monday – Friday  
8:00 am – 2:00 pm\* (6.0 hours per day)

\*Schedule may be altered on minimum, early release, conference days

If interested, please submit an application along with the above required documents to:

Bebo Malone, Jamestown School District  
18299 5<sup>th</sup> Avenue  
Jamestown, CA 95327

Final Filing Date: October 13  
4:00 PM

Equal Opportunity Employer

Posted: October 5, 2017