

# **JAMESTOWN SCHOOL DISTRICT EMPLOYMENT ANNOUNCEMENT**

## **Paraprofessional – Special Education – Primary Grades**

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

Paraprofessionals must also:

- Have First Aid and CPR Certificate
- Meet the paraprofessional requirements with a CODESP certification or 45 higher education units (must provide certificate, diploma, or transcripts)

Salary per 2017-2018 Classified Salary Schedule Range C  
\$12.53 - \$16.44

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

Work year will follow School District calendar  
Monday – Friday  
10:40 am – 2:45 pm\*

Please pick up a classified application or download from our web site at  
[www.jespanthers.org](http://www.jespanthers.org) and submit to:

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

**Open Until Filled**  
Equal Opportunity Employer

Posted: January 31, 2019