

JAMESTOWN SCHOOL DISTRICT

Paraprofessional Reflection Room

The Paraprofessional assists in the instruction and supervision of individuals and groups of students. This involves tutoring of academic subjects, correcting student work, providing social emotional regulation support and instruction for students, monitoring the behavior point system, issuing and tracking lunch and after school detention referrals and lists.

MINIMUM QUALIFICATIONS

The Paraprofessional position requires the ability to:

- Assist in the instruction and supervision of individuals and groups of students in the Reflection Room
- Perform a variety of clerical duties such as filing, sorting, duplicating, maintaining data & records
- Maintains student information system with data entry of behavior log entries and point tracking system
- Produces lunch and afterschool detention lists
- Contact parents regarding Reflection Room referrals
- 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
- Have First Aid and CPR Certificate recommended

Paraprofessionals must also:

- Meet the paraprofessional requirements with a CODESP certification or 45 higher education units or NCLB compliant

Salary per 2018-19 Classified Salary Schedule Range C
\$12.83 - \$16.83

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

Work year will follow School District calendar (180 School Days)
Monday – Friday (6.25 hrs./day)
8:15 am – 3:00 pm* (.5 un-paid lunch)

Please submit completed application along with the appropriate requirements via EdJoin.org, Indeed.com or if preferred you may print the classified application from www.jespanthers.org and submit to:

Bebo Malone, Administrative Assistant
Jamestown School District
18299 5th Avenue
Jamestown, CA 95327
Closes July 24, 2019

Posted: July 12, 2019