

VACANT POSITION

**Date of Posting: August 10, 2018**

**Title: Educational Assistant (Paraprofessional)**

2018-2019 School Year

**General Information:** The Midfield City Board of Education is an Equal Opportunity Employer. “No

person shall be denied employment or be excluded from participation in any

program or activity on the basis of disability, sex, race, religion, natural origin,

color or age.”

**Reports to: Teacher and Principal**

**Supervises: Students**

**Duties:**

* Under the supervision of a certified teacher, perform tasks related to classroom instruction.
* Works with identified students to maintain behavioral control and implement behavior plans, if needed.
* Works with small groups of students to reinforce learning initially introduced by the teacher.
* Assists individual students who needs special attention and/or individual attention.
* Guides independent work, enrichment work, and corrective instruction directed by the teacher.
* Assists the teacher in preparing instructional materials for classroom use.
* Assists with routine classroom clerical duties.
* Assist individual students and/or teachers with the use of assistive technology adaptive devices, if needed.
* Assists in the supervision of students who participate in special class activities.
* Supervises student who may need the leave the classroom setting to do independent work.
* Helps with extras relate to the supervision of students – lunch period, bus duties, assemblies, fieldtrips, etc.
* **Performs other duties as assigned by the teacher or principal.**

**Qualifications**:

1. At least two years of college level education.
2. Knowledge and understanding of academic and behavioral strategies and techniques to assist students in learning.
3. Good and cooperative attitude with strong interpersonal skills.

**Salary Range:** Salary is based on Board approved salary schedule based on rank, certification and experience.

**Procedure for Applying:** Applicants must submit their application through the Teach in Alabama

website at[**www.alsde.edu**](http://www.alsde.edu)**.**

Upon offer of employment, employees will be required to submit legible fingerprints for a background review by the Alabama Bureau of Investigation and the Federal Bureau of Investigation (HB 402 Act 99-361 Alabama Legislature).

**This job will be posted for 14 days or until position is filled.**