

POSTING

Vacancy

H.W. Porter School Columbia, CT

POSITION: Paraprofessional

TERMS OF EMPLOYMENT: Paraprofessionals shall normally work no less than 6.5 hours per day, 5 days per week, Monday-Friday equal to the number of students days plus 1 full day, schedule the day before the start of school year.

COMPENSATION: In Keeping with the Columbia Non-Certified Employees AFSCME, Council #4, Local 1303-377 Contract, depending on experience, range from \$16.94-\$18.89 per hour.

QUALIFICATIONS: High School diploma, plus four years of progressively responsible experience working with children, or an equivalent combination of education and qualifying substituting on a year-for-year basis.

REPORTS TO: Principal or designee receives guidance and assignments from specific professional Staff.

PERFORMANCE RESPONSIBILITIES:

1. Assists teachers in carrying out instructional activities.
2. Works with students individually and in groups.
3. Displays competence in the subject matter relative to assignment.
4. Provides instruction to students within the framework of teacher-designed lessons, goals and materials.
5. Complies with and advocates for compliance with the goals, objectives and modifications developed for students.
6. Demonstrates the utilization of appropriate behavioral strategies based upon the needs of the student population and of individual students regarding specifically developed behavior management plans.
7. Supervises students inside and outside the classroom, including arrivals and dismissal, assemblies, lunchtime and recess in the presence of a certified staff member.
8. Monitors student progress and reports regularly to teachers.
9. Maintains appropriate records as designed by the teacher.
10. Provides a variety of clerical services to teachers and school staff including, but not limited to, typing, copying, answering the telephone, filing and collating, as directed by the school Principal, Assistant Principal or Director of Student Services.
11. Maintains confidentiality with regard to student and school-related issues.
12. Effectively communicates with students, staff and parents.
13. Performs other duties as assigned.

Please send an application/resume (include contact information for 3 references) to Barbara Wilson, Director of Student Services, P.O. Box 166, Columbia, CT 06237 or bwilson@hwporter.org

Anticipated start date is August 29, 2017

Application Deadline: Open until filled