

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 Alyssa Gwinnell, Principal, P.O. Box 166, Columbia, CT 06237 or agwinnell@hwporter.org

Anticipated start date is 8/25/2018.

Application Deadline: 4/26/ 2018

The Columbia School District does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Barbara Wilson, Director of Student Services, 860-228-0585, bwilson@hwporter.org