

JOB POSTING

Paraeducator Specialist- 2 positions

CEDAR HILLS ELEMENTARY SCHOOL, home of the Mighty Mustangs is seeking 2 Paraeducator positions to become part of the Hackberry team. This is a full-time position with health benefits that will operate in a public school environment.

Essential Functions

1. To assist individuals or groups of students in a classroom or alternative setting.
2. Respond to all internal and external customers, as it relates to the job, in a prompt, efficient, and friendly manner.
3. Observe and monitor control of student behavior in structured and unstructured times.
4. Work cooperatively with the building administrator to promote positive student behavior.
5. Instruct students to reinforce materials and skills initially introduced by the teacher.
6. Assist with the supervision of students during emergency drills, assemblies, recess, breakfast/lunch periods, field trips, and other school activities.
7. Alert the teacher to any problem or special information about a student.
8. Maintain the confidentiality of student and staff member information.
9. Maintain knowledge of and adhere to all policies, regulations, and rules.
10. Perform related duties as assigned in a safe and prudent manner.

Other Duties

The job description is not a comprehensive list of duties, responsibilities, or activities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Required Education and Experience

1. High School Diploma or equivalent
2. AA degree, 60 college credits from an accredited university, or satisfactory results on an Arizona state-approved competency exam (ParaPro)
3. One or more years of experience working with youth in an educational environment

Work Authorization/Security Clearance

Must be able to pass a criminal background check and obtain a Fingerprint Clearance Card with an IVP number through the Arizona Department of Public Safety.

Salary Range

\$17.00 per hour

36-40 hours per week

Contact Information : Send resume to Deb Warren dwarren@hesd.net

