

Position Type: At Will	Department: Support Staff
Position: Paraprofessional	Reports to: Administrator
Salary Range: \$10.50 - \$14.00 per hour	Location: Bouse Elementary School
Term of Employment: 10 Month Calendar	Date: 8/2017
Shift: Day, Evening Weekend	Approved by: Bouse DGB

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: Assist in the supervision and education of the students of Bouse Elementary School.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Assist in the educational and social development of students under the direction and guidance of the facilitator and classroom teachers.
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- Assist in the implementation of Individual Education Plans for the students and monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapist, social worker, occupational and physical therapists.
- Assist classroom teachers with maintaining student records.
- Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
- Assist in the preparation and display of student work;
- Assist classroom teachers with copying items to support teaching;
- Complies with all rules, regulations and policies of Bouse Elementary School and the Governing Board.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Meet the requirements of a “Highly Qualified” Paraprofessional;
- High school Diploma or equivalent
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

TO APPLY FOR THE POSITION OF PARAPROFESSIONAL

Please send the following:

- Cover Letter
- Resume
- Educational Vitae
- Unofficial Transcripts
- Copies of Certifications
- Three current Reference Letters

The packet can be mailed to: Bouse Elementary School District #26
PO Box S
Bouse, Arizona 85325
Attention: Search and Screen Committee

Or delivered to: Bouse Elementary School District #26
44936 Joshua Drive
Bouse, Arizona 85325
Attention: Search and Screen Committee

Or emailed to: BESsearchscreen@yahoo.com