

Position Type: At Will	Department: Support Staff
Position: Receptionist / Paraprofessional	Reports to: Administrator
Salary Range: \$11.00 - \$15.00 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 excellent 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.
- Answers phones and assists public with information
- Serve as a Library Aide as needed;
- Aide Administrative Assistant with duties as assigned
- 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;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent;
- Excellent public relations skills;
- Ability to work independently;
- Ability to work well with children and adults;
- Computer skills, i.e. keyboarding, utilizing software programs;
- Good organizational skills;
- One year related experience or training;
- Previous experience in an educational setting preferred.

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

TO APPLY FOR THE POSITION OF RECEPTIONIST / 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