**Teacher's Aide/Paraprofessional: Job Description and Salary Information**

**Essential Duties and Responsibilities:**

Teacher aide/paraprofessional responsibilities include providing support to classroom teachers by working directly with students and handling clerical duties to accomplish classroom objectives. In the classroom, teacher aide/paraprofessional responsibilities may include working with students who need additional instruction and to supervise instructional activities to help students understand lessons, preparing materials and equipment for activities, and discussing students' progress with their teacher. They may oversee students outside of the classroom during field trips and related activities.

**Qualifications:**

The position requires basic knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Requires working knowledge of the basic subjects taught in the District school, including arithmetic, grammar, spelling, language and reading. Requires a basic knowledge of teaching and instruction methods. Requires knowledge of basic clerical and record keeping processes. Requires knowledge of and skill at using personal computers and other equipment to support learning and record information. Requires sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information, and demonstrate sensitivity to the needs of students. Requires the ability to maintain confidentiality and impartiality when dealing with private and sensitive information. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence and recognizes socioeconomic and cultural differences among children. Requires the ability to balance emotional support and discipline and deal with common behavior problems.

**Education and Experience:**

This position requires the equivalent of a high school diploma plus experience working with students in a classroom or equivalent environment and successful completion of the Kern County Superintendent of Schools Paraprofessional exam, AA degree or equivalent.

**Licenses and Certificates:**

Approved competency examination. May require a valid First Aid/CPR card.

**Application Requirements:**

Resume

High School diploma or GED

AA/AS degree, or Paraprofessional Certification

**Salary and Terms of Service:**

$12.00 per hour

Part-time Monday – Thursday from 7:50 am to 11:50 am

**Required Application Procedure:**

An application can be picked up at the school office Monday – Thursday from 8:00 am -3:00 pm and Friday 8:00 am to 12:30 pm. All documents supporting the application requirements noted above must accompany your application by the closing date of November 8, 2019 at 12:30 pm.

**Selection Procedure:**

Each application, personal resume, and other letters of reference will be evaluated. Interviews will be scheduled for qualified applicants. If after interviews suitable applicants are not found, the search will continue. As required by California State Law, should you be employed by the District, your fingerprints will be taken and submitted to the Justice Department and the FBI for a background check. Processing fee will be at applicant’s expense.

You may contact the school secretary, Starla Atkins, to pick up an application.

Email statkin@zeus.kern.org

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