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## ELEMENTARY PARAPROFESSIONAL

Earle School District ([learn more \(http://arkansas.schoolspring.com/joblocation.cfm?jid=3973793&lid=131336\)](http://arkansas.schoolspring.com/joblocation.cfm?jid=3973793&lid=131336))

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### Job Details

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**Job ID:** 3973793

**Application Deadline:** Posted until Filled

**Posted:** July 20, 2022

**Starting Date:** Immediately

### Job Description

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#### POSITION SUMMARY

A paraprofessional may work in a variety of positions in a school district. The primary roles are to assist, support, and work closely with teachers, administrators, and other team members in providing an educational benefit for students. Duties will vary according to the needs of the student from physical assistance and care to behavioral management and academic assistance.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To assist the teacher with preparation for classroom activities

To be responsible for the safety and monitoring of students outside the classroom

To work with small groups of students

To help monitor students during special activities

To assist in the office

To perform additional duties and responsibilities as assigned by the employee's supervisor, the principal, or the superintendent

**Position Type:** Full-time

**Positions Available:** 1

- Job Category: Classroom Teacher > Elementary

### Job Requirements

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- POSITION QUALIFICATIONS

Competency Statements

Knowledge of the schools and policies and procedures

Evidence of strong commitment to quality education

Evidence of strong organizational skills

Evidence of strong oral and written communication skills

**EDUCATION**

Minimum of high school diploma or equivalent with an accredited educational institution. Title 1, Part A program employees must have a minimum of two years with an accredited post-secondary institution of higher education or completed competency on a formal state assessment. Other requirements per job description.

**Experience**

1 year of successful experience working with children. Other requirements per job description.

**Certificates & Licenses**

Valid Arkansas Paraprofessional certificate or license to meet ADE certification accreditation standards for the position's essential duties and responsibilities.

**Computer Skills**

Ability to apply basic computer programs (spreadsheet, Microsoft Word, Excel, PowerPoint, others) to enhance job performance. (Others could include e-School, HAC/TAC)

**Other Requirements**

Ability to establish and maintain effective working relationships with staff and the school community.

Ability to speak clearly and concisely both in oral and written communication.

Ability to perform duties with awareness of all federal, state, and district requirements.

**LANGUAGE SKILLS:** Ability to read, analyze and interpret professional documents. Ability to effectively present information and respond to questions from groups and the general public.

**MATHEMATICAL SKILLS:** Ability to perform basic math operations to meet job expectations.

**REASONING ABILITY:** Ability to solve practical problems and deal with situations appropriately to meet job expectations.

- No experience required
- Citizenship, residency or work VISA in United States required

## Contact Information

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Kia Alston  
1401 3rd Street  
Earle, Arkansas 72331

Phone: 870-792-8486

Email: [click here \(http://arkansas.schoolspring.com/jobcontact.cfm?jid=3973793&uid=326414\)](http://arkansas.schoolspring.com/jobcontact.cfm?jid=3973793&uid=326414)

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