



AN EQUAL OPPORTUNITY EMPLOYER

Harford County Public Schools

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone 410-588-5238

PERSONNEL VACANCY

PLEASE POST

Paraeducator - Special Education

**POSITION
SUMMARY:**

To assist school staff with instructional programs, activities, and personal needs of students.

**ESSENTIAL
FUNCTIONS
INCLUDE:**

These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- ▶ Assists with the implementation of the Individual Education Programs (IEP) for students with special needs.
- ▶ Provides support to students during instruction.
- ▶ Implements teacher lesson plans with individuals or small groups of students.
- ▶ Provides assistance to students to complete special assignments; follows-up and reinforces activities.
- ▶ Assists with data collection, testing, and student assessment.
- ▶ Monitors student behavior and implements behavioral strategies and intervention plans.
- ▶ Provides assistance with personal care needs of students including, but not limited to, lifting, transferring, feeding, toileting, and restraint as required.
- ▶ Prepares instructional materials for students as directed.
- ▶ Assists with school-wide duties including, but not limited to, field trips, school assemblies, class coverage, bus duty, and the computer lab.
- ▶ Participates in professional development programs as assigned.
- ▶ Performs other work-related duties as assigned.

SALARY:

Starting Salary for Paraeducator (\$17,217)
May increase with additional education and experience

REQUIREMENTS:

- ▶ High school diploma or GED.
- ▶ Possess strong verbal, written, and interpersonal skills.
- ▶ Able to be trained in and perform proper restraint techniques.
- ▶ Able to lift and transfer students weighing up to 40 pounds.
- ▶ Experience working with students with disabilities preferred.
- ▶ Possess specific skills as dictated by the needs of the students, e.g., sign language, ability to lift heavy objects, meet medical needs, etc.

DEADLINE:

Online employment applications will be accepted until the position is filled.

APPLICATIONS:

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-588-5203.