



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 – Title I

**POSITION  
SUMMARY:**

To assist Title I school staff with instructional programs and activities.

**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.*

- ▶ 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 unique, special needs of students.
- ▶ Assists with data collection, testing, and student assessment.
- ▶ 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:**

- ▶ Paraprofessional requirement as stipulated by the *No Child Left Behind Act*.
  - high school diploma or GED, and
  - associate of arts degree or higher from an accredited college or university; or
  - 48 college credits with grade "C" or higher; or
  - pass ParaPro Assessment with score of 455 or higher
- ▶ Possess strong verbal, written, and interpersonal skills.
- ▶ Experience working with students preferred.
- ▶ Able to document support provided to students.

**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](http://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.