VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

Paraeducator-Special Education - STRIVE
Darlington Elementary School
23-24 School Year

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

DUTIES AND RESPONSIBILITIES INCLUDE

These items 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.
- Works under the direction of the teacher to provide instruction to individual or small groups of students.
- Assists with data collection, testing, and student assessment.
- Assists with the implementation of the Individual Education Programs (IEP) and Individualized Family Service Plans (IFSP) for students with special needs depending on placement.
- 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.
- Works with students via digital platform(s) to provide support during instruction, assist with data collection, testing, and student assessment.
- Performs other work-related duties as assigned, which is inclusive of in-person duties and virtual duties as applicable.

SALARY

Starting Salary for Paraeducator ($25,544)
May increase with additional education and experience.
*Salary for the 2023-24 school year subject to change pending state and local funding

REQUIREMENTS

- 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.
- Able to be trained in and perform proper restraint techniques.
Able to meet physical requirements of position which are considered essential job functions, with or without accommodation, by passing pre-employment exam. Such requirements directly support students and include, but are not limited to, squatting, kneeling, and ability 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, address medical needs, etc.

**HOW TO APPLY**

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities 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.

**DEADLINE**

Online employment applications will be accepted **until filled**.