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 - Pre-Kindergarten
Bakerfield Elementary School
23-24 School Year

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

DUTIES AND RESPONSIBILITIES INCLUDE

- 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 ($26,310)

REQUIREMENTS

- High school diploma or GED, and
  - associate of arts degree or higher from an accredited college or university; or
  - CDA Certificate (Child Development Associate) [http://www.cdacouncil.org/] with either 48 college credits with grade “C” or higher; or
  - CDA Certificate (Child Development Associate) [http://www.cdacouncil.org/] with a passing score of 455 or higher on the ParaPro Assessment.
- 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.