



318 East Basin Road
New Castle, Delaware 19720

You belong in the Power of WE!

Excellent teachers and paraeducators make excellent schools. That's why we are relentless about hiring top educators who can provide **high-quality instruction** and **build authentic, loving relationships** with students.

Position:	Paraeducators
Location:	Wilmington Manor
State Date:	ASAP
Reports to:	Principal
Work Year:	10 months

POSITION GOAL:

To create and sustain an educational environment conducive to the fulfillment of the District's Mission, a paraeducator is responsible for assisting teachers in carrying out the educational program for a student or group of students so that the maximum positive impact on the education of children can be realized.

A paraeducator is responsible for developing and implementing safe, caring and enriching experiences for all students. The paraeducator assists teachers in planning, organizing, and delivering instruction based on the approved curriculum and Common Core State Standards to help students move towards academic proficiency.

MINIMUM REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills and abilities required:

The Colonial School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic. Persons having inquiries regarding Title VII of the Civil Rights Act, Delaware Employment Discrimination laws or American with Disabilities Act (ADA) may contact the Human Resources Division at (302)323-2712.

- Must have a High School Diploma or GED.
- Must be eligible or have a valid Title 1 Paraprofessional Permit by either having passed the ParaPro Exam, having an Associate's Degree or higher, or successfully completed 60 college credits with a "C" or above for coursework towards licensure, certification or permit. This must be maintained through professional development that counts towards clockhours.
- Previous experience working with students in a classroom setting preferred but not mandatory.
- Ability to support students who require help with physical positioning and self-care (i.e. eating and bathrooming), including physically lifting students using specialized techniques and equipment.
- Ability to lift up to 50 lbs.
- This job requires repetitive stooping, twisting and bending. The employee frequently is required to stand, walk and sit. The employee must occasionally lift and/or move up to 50 pounds.
- All new hires must complete the Level 1 training program by June 1st of the contract school year as a condition of continued employment.
- Acceptable Criminal Background Report.
- No entries on Child Abuse Registry.
- Regular attendance is an essential function of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform the duties successfully an individual must be able to perform the essential duties and responsibilities related to the District at a consistent and high-level of performance. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions:

1. Support/serve students remotely and in person depending on the needs of students.
2. Work cooperatively with all school staff and students.
3. Assist in carrying out the Individual Education Program (IEP) for a student or group of students once trained by a professional staff member.

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4. Work with individual students or groups of students to reinforce learning materials or skills introduced by the teacher; may include reading or writing for the student.
5. Report information on student needs.
6. Assist with safe and orderly student movement within the building and outside as required.
7. Maintain the confidentiality of student information.
8. Prepare the physical environment for the day's activities including the gathering of materials, maintaining an orderly environment, and securing materials and equipment at the end of the workday.
9. Perform routine paperwork and record keeping tasks related to the duties of the professional to whom the paraprofessional is assigned.
10. Apply consistent and appropriate standards of behavior, achievement, and discipline to individual students, as agreed upon with professional staff and as written in the student's IEP and Behavior Intervention Plan (BIP).
11. Participate in parent conferences, IEP planning and IEP meetings, as appropriate.
12. Assist students by reinforcing previously taught skills and use the materials needed to function in a community setting/job site.
13. Accompany students into the community to support community-based instruction.
14. Assist in the delivery of related services previously demonstrated by therapists and/or specialists that may include heavy lifting, transferring students to specialized equipment and/or entering a pool.
15. Participate in in-service workshops designed to improve competencies in working with students.
16. Perform other duties as assigned by the supervisor or designee.
17. Assist students so they benefit from educational programs. Responsibilities may include:
 - a. Using behavior checklists
 - b. Supporting students with instructional training and with formation of groups

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands and/or fingers to handle, or feel; reach with hands and arms; talk or hear; and taste or smell. This job requires repetitive stooping, twisting and bending. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Why Apply in Colonial

When you apply, you will have the opportunity to:

- *Make an impact on the lives of students and families daily in Delaware.*
- *Work with a very knowledgeable, high-achieving and fun school team.*
- *Engage in an innovative and diverse work atmosphere.*
- *Grow and learn in a considerate, and open-minded culture with supportive staff, colleagues, and administrators.*
- *Receive high quality professional development and training.*
- *Access new and exciting technologies to use in the classroom daily.*
- *Receive a competitive salary with a generous benefit package.*
- *Participate in the State Pension Program.*
- *Have the summer off.*

HOW TO APPLY:

Interested candidates who meet the qualifications may apply by completing an employment application at <http://applitrack.com/colonial/onlineapp> no later than 11:59 pm on the closing date.

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Applicants needing special accommodations in the application process of this vacancy announcement may contact the Human Resources Division at (302)323-2712.

Note: Incomplete application packages will not be considered.

The **Colonial School District is a family of more than 16 schools** serving over 10,000 students in the **New Castle, Delaware area. We are committed to hiring a diverse paraeducator staff** to create warm, joyful, student-centered and welcoming schools. We believe educational inequity is the most pressing social problem facing Delaware and we are working to help solve this problem through the Power of We. The driving force around how Colonial operates, the Power of we is organized around four driving pillars:

- Early Childhood
- Leadership & Learning
- Innovation
- Access & Opportunity

**#teachindelaware #newcastledelaware #powerofwecsd #delawareteacher
#colonialnation**

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