

## **Supervisory Paraprofessional Community Education**

*Join the Duluth Public Schools team, where we work to inspire **every student** to achieve their potential and prepare students to lead **productive, fulfilling lives**.*

### **Minimum Qualifications:**

- High school diploma or equivalent
- Experience as a teacher's assistant in a teaching environment in or outside a school system or related childcare work
- 60 semester credits or 90 quarter credits or a passing score on the ParaPro Assessment

### **Desirable Qualifications:**

- Ability to communicate effectively
- Ability to work cooperatively with children and adults
- Ability to establish and maintain positive working relationships with students, parents, staff and community
- Ability to maintain confidentiality
- Ability to perform physical aspects of position
- Ability to observe and record accurately
- Ability to meet federal/state guidelines (where appropriate) and/or to successfully complete specified in-service courses
- Willingness to intervene in a crisis situation
- Ability to perform physical aspects of position
- Ability to follow directive
- Desire and experience working with High School population
- General knowledge of school, attendance, and parking policies

In addition to rewarding career opportunities, Duluth Public Schools offers an excellent benefit package to employees who are hired into positions scheduled to work *24 hours/week* or more. Benefits include, but are not limited to the following:

### **Medical/Prescription Drug Plan with Health Reimbursement Arrangement**

- Single Coverage – District pays 100% of premium (FREE) + contributes \$2,612.50 into HRA annually
- Family Coverage – District pays 75% of premium (25% employee contribution) + contributes \$5,225.00 into HRA annually

### **Dental Plan**

- Single Coverage – District pays 100% of Basic premium (FREE)
- Family Coverage – District pays 25% of Premium

### **Life Insurance**

- District provides minimum of \$50,000 of life insurance at no cost, employee may purchase supplemental life insurance

### **Long Term Disability**

- District-provided at no cost to employee

### **Flexible Spending Accounts**

- Employees may elect to contribute on a pre-tax basis to Health Flexible Spending Accounts and Dependent Care Accounts

### **Retirement**

- The District contributes 7.5% of your total salary in the Public Employees Retirement Association pension plan.
- Employees may also elect to participate in Tax-Shelter Annuity options.

### **Time Off**

- Each bargaining unit contract defines time off provisions such as holidays, sick/personal leave, vacation, etc.

### **Contact Information:**

If you have any questions, please contact Human Resources at 218-336-8722 or email [noncerthr@isd709.org](mailto:noncerthr@isd709.org)