



SMYRNA SCHOOL DISTRICT

82 Monrovia Avenue, Smyrna, Delaware 19977

Telephone (302) 653-8585

Fax (302) 659-6290

VACANCY NOTICE

Position: Paraprofessional
Schedule: 10 months
Salary: Paid in accordance with Delaware and local salary schedules, based upon experience and degree.
Location: Clayton Elementary School
Reports To: Building Administrators
Start Date: ASAP
Closing Date: Until Filled
Apply To: www.smyrna.k12.de.us Careers-View Open Positions

Job Summary:

The paraprofessional will support teachers in the classroom and work directly with students, providing extra help in all academic subjects.

Essential Job Duties/Responsibilities: This list is illustrative only and is not a comprehensive list of all functions and duties performed by the incumbent of this position.

- Prepares appropriate classroom materials and instructional activities under the supervision of a certified teacher.
- Assists with parent involvement goals through activity involvement.
- Works with small groups or individual students to teach academic skills planned by the teacher and supervises and assists students with follow-up activities.
- Performs clerical duties including, but not limited to, keeping attendance, logs of activities, student progress, plans, phone calls to parents.
- Uses effective appropriate behavior programs with students.
- Supervises students in out of classroom activities; i.e., recess, changing classes, cafeteria.
- Participates in family involvement activities.
- Participates in district in-service training programs and meetings.
- Maintains the same high level of ethical behavior and confidentiality of information as is expected of fully certified teachers.
- Participate in professional development specific to the needs of student caseload.

The Smyrna School District does not discriminate in employment, educational programs, services or activities based on race, color, marital status, creed, religion, national origin, gender, age, genetic information, sexual orientation, gender identity, disability or any other protected category or status in accordance with state and federal laws.

Inquiries should be directed to the District Superintendent.

- Other duties as assigned by the Supervisor of Special Services, Principal, Associate Principal and/or teacher.

Required Skills/Abilities:

- Ability to work independently and demonstrate initiative.
- Ability to maintain absolute confidentiality of work-related issues and records.
- Demonstrated aptitude for work to be performed.
- Experience using Microsoft Office Suite.
- Knowledge of the Individuals with Disabilities Education Act and special education Individualized Education Plans.

Required Qualifications:

- High school diploma
- 2-year Associate Degree or successful completion of the ParaPro

Evaluation: Performance of this job will be evaluated in accordance with the agreement between SEA and the Smyrna School District Board of Education.

Conditions of Hire:

- A background check, inclusive of fingerprinting and a Child Protection Registry check, is required as a condition of employment.
- Direct deposit of pay is a condition of employment.

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, please call (302) 653-8585. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. Smyrna School District is an Equal Opportunity and Affirmative Action Employer.