



KING AND QUEEN COUNTY PUBLIC SCHOOLS VACANCY ANNOUNCEMENT

POSITION TITLE: Paraprofessional- Special Education
LOCATION: King and Queen Elementary School

SALARY: Paraprofessional Salary Scale
FLSA: Non-Exempt/186 days/10 months

POSTED: July 3, 2025

Position Summary:

This position will provide assistance to classroom teachers and provide assistance for students with special needs. He/she will work with students in group or one-on-one sessions.

Qualifications (Required):

- Holds a High School Diploma or equivalent
- Strong written and verbal communication skills
- Excellent interpersonal skills
- Strong technology skills, including word processing, email, and internet use
- Preferred Qualifications- Knowledge of classroom management, some post-secondary education, previous experience in an educational setting, and a self-starter with a high degree of personal motivation

Responsibilities:

- Discuss assigned duties with classroom teachers in order to coordinate instructional efforts
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations
- Present subject matter to students in the direction and guidance of the teacher, using lectures, discussions, or supervised role-playing methods
- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by the teacher
- Supervise students in classrooms and around the school building, as well as on field trips
- Assist teacher with the organization of classroom materials and student work
- Demonstrate professional, moral, and ethical behavior and exhibits personal integrity in all interactions
- Enforce administration policies and rules governing students
- Performs other duties as assigned by school administrator

Physical Requirements: Average amount of climbing, bending, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions required.

START DATE: 2024-2025 School Year

APPLICATION DEADLINE: Open until Filled

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