



KING AND QUEEN COUNTY PUBLIC SCHOOLS VACANCY ANNOUNCEMENT

POSITION TITLE: Paraprofessional
LOCATION: King and Queen Elementary School

SALARY: Paraprofessional Salary Scale
FLSA: Exempt/180 days/10 months

POSTED: September 29, 2025

Position Summary:

This position will provide assistance to classroom teachers and students as assigned. This position may provide support in the school library as assigned.

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 and administrators 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 the library during resource and around the school building
- Collaborate with other resource teachers and division library staff
- 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: 2025-2026 School Year
APPLICATION DEADLINE: Open until Filled

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