

PLEASE POST

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VACANCY
August 12, 2025

POSITION: Para Educator – 20 hours – Library Media Center

LOCATION: Hawley Elementary School

START DATE: August 2025

RESPONSIBILITIES: Work as a Para Educator in the Library Media Center. Various other duties will be assigned by the building principal.

REMUNERATION: In accordance with the Newtown Paraeducator collective Bargaining Agreement

QUALIFICATIONS: Interest in working in an elementary school.
Reliable, self-directed, sensitive, flexible, good organizational skills, ability to assume initiative and follow directions; experience in working with children essential; ability to maintain confidentiality.
Assist students and staff in the library.
Develop and track purchase orders and the finance program.
Assist with curriculum tasks: book check-in/out, overdue notices and processing holds.
Shelve materials, process all books and maintain ongoing records, book repairs, book covering, and book stamping.
Comfortable with technology or willing to learn.
Perform other related duties assigned by the librarian.
Two years of college or pass a paraprofessional assessment before hiring.

If interested, please apply online at: <http://www.applitrack.com/newtown/onlineapp/>

The Newtown Public School District values the benefits that a diverse workforce brings to our students and community. We are committed to recruiting, supporting, mentoring, coaching, and retaining a highly motivated, diverse, dedicated, and enthusiastic staff. We welcome your interest in joining us and look forward to meeting you!

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