

PLEASE POST

VACANCY August 25, 2025

POSITION:	Para Educator – 20 hours – Library Media Center
LOCATION:	Sandy Hook 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:	<p>Interest in working in an elementary school.</p> <p>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.</p> <p>Assist students and staff in the library.</p> <p>Develop and track purchase orders and the finance program.</p> <p>Assist with curriculum tasks: book check-in/out, overdue notices and processing holds.</p> <p>Shelve materials, process all books and maintain ongoing records, book repairs, book covering, and book stamping.</p> <p>Comfortable with technology or willing to learn.</p> <p>Perform other related duties assigned by the librarian.</p> <p>Two years of college or pass a paraprofessional assessment before hiring.</p>

[If interested, please apply online at: http://www.applitrack.com/newtown/onlineapp/](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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