

**JOB TITLE:** Paraprofessional (General Education)

**LOCATION:** Madison Early Childhood Center

**START DATE:** November 3, 2025

**SALARY:** Per AFSCME Local 1445 Collective Bargaining Agreement

### **DESCRIPTION**

Madison District Public Schools is seeking a caring, dependable, and dedicated General Education Paraprofessional to support young learners at Madison Early Childhood Center. The successful candidate will assist classroom teachers in creating a positive, engaging, and nurturing environment that supports the academic and social-emotional growth of all students.

### **QUALIFICATIONS**

- High School diploma or equivalent
- Experience working with young children in an educational setting preferred.
- Ability to follow teacher direction and work collaboratively with staff.
- Patience, flexibility, and a genuine enthusiasm for working with children.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist classroom teachers in implementing daily lessons and activities.
- Provide support to individual students and small groups to reinforce learning concepts.
- Help maintain a safe, organized, and positive classroom environment.
- Supervise students during instructional and non-instructional times (arrival, lunch, recess, dismissal, etc.).
- Support students in developing social and self-help skills appropriate for early learners.
- Assist with classroom preparation, materials, and displays.
- Communicate effectively and professionally with students, staff, and families.
- Perform other duties as assigned by the classroom teacher or building principal.

### **BENEFITS**

- Competitive salary
- Professional development opportunities
- Supportive and collaborative work environment

### **METHOD OF APPLICATION**

- Complete application process with Oakland Human Resources Consortium (OHRC)
- Upload letter of interest, current resume, and letters of recommendation