

# Paraprofessional Special Education

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## Basic Information

Employment Type: Full Time

Job Category: Support Staff Job Postings

Building: Non-Specified

Location: Pulaski, Pulaski, VA

Position Control #:

## Qualifications to Apply

**A:** Has one of the following degree(s) or above:

- Associate Degree

## Summary

**The Pulaski County Public School Board, Virginia is now accepting applications for Special Education Paraprofessionals. Applications must be completed online by visiting the Pulaski County Public Schools website at [www.pcva.us](http://www.pcva.us) and following the employment links. You may upload a letter of interest, resume, college transcripts, license(s)/certification(s) and letters of reference to your online application.**

### Summary:

- Assist with student(s) as needed, either instructionally or physically in various situations (one-on-one, general classroom, transitional situations).
- Prepare, duplicate, distribute documents as directed.
- Communicate positively with staff, students, and general public as a representative of the Pulaski County Public School system.
- Maintain confidentiality.
- Keep daily time reports.
- Perform other duties as assigned.

## Equal Opportunity Employer

**Pulaski County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, age, gender identity, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.**

## Qualification

- Ability to work with children with a variety of needs/behaviors
- Good communication skills, both written and verbal; computer skills a plus
- Must be self-directed and able to work on multi-task situations

- High school diploma or GED equivalent required
- Two years' college or 60 hours' college coursework required

OR

Passing scoring on the ParaPro assessment (before applying)

- Ability to traverse stairs multiple times per day
- Ability to stoop, bend, work in bent position for a short period of time
- Capable of lifting up to 30 lbs. with help from colleague
- Ability to walk or run in effort to keep child from hurting self or others
- Assist with student(s) as needed, either instructionally or physically in various situations (one-on-one, general classroom, transitional situations)
- Prepare, duplicate, distribute documents as directed
- Communicate positively with staff, students, and general public as a representative of the Pulaski County Public School system
- Maintain confidentiality
- Keep daily time reports on each student assigned
- Perform other duties as assigned

## **Salary and Benefits**

Payment Type: Hourly

Salary Scope: Paraprofessional Scale 2024-2025

Benefits: Standard Employee Benefit

## **Contact Information**

Contact Name: Human Resources Department

Email: [kdclisby@pcva.us](mailto:kdclisby@pcva.us)

Phone: 540-994-2577

Fax: 540-994-2549

## **Posting Schedule**

The posting is open for internal applicants

Open Date: At the start of 03/01/2024

Close Date: Open until filled

The posting is open for external applicants

Open Date: At the start of 03/01/2024

Close Date: Open until filled