



St. Charles School District

Paraprofessional

Responsibilities include, but are not limited to

- Assists teacher as needed with planning, preparation, and distribution of classroom materials.
- Conducts learning games with students according to established procedures.
- Maintains regular attendance.
- Complies with State law and District policies and regulations.
- Maintains a safe environment for students, conducive to learning.
- Assist teacher with student needs; may include feeding, lifting, suctioning, toileting, and other learning activities.
- Assist in other physical ways as identified by the IEP.
- Anticipates and effectively addresses unforeseen crises associated with working with large groups of children.
- Provides individualized and small-group instruction to reinforce skills that have been taught by the teacher.
- Ability to implement lessons based on district and school objectives and the needs and abilities of students to whom assigned.
- Serves snacks and lunches as necessary.
- Attends district workshops as directed.
- Maintains confidentiality, unquestionable integrity.

Qualifications...

- 60 college credit hours OR
- Missouri Paraprofessional Assessment through ETS, <https://www.ets.org/parapro/test-takers/about.html> OR
- Completed Missouri's 20-hour online substitute training program
Visit <https://www.frontlineeducation.com/pages/resources/modese/> for training information.
- Prefer prior experience working with special needs children.

Terms of employment:

7 Hours per day- With district paid benefits

Beginning date:

To Be Determined 2025-2026 School Year

Salary:

Minimum \$16.23 per hour

Application process:

Interested and qualified persons should:

Complete an online application found on our website www.stcharlessd.org
Contact Hannah Murray 636-443-4004 with questions.

St. Charles School District is an Equal Opportunity Employer



PATHS TO BECOMING A PARAPROFESSIONAL

Employees have 6 weeks from their start date to meet the paraprofessional requirements.

There are 3 options, detailed below.

1

60 College Credit hours

To utilize this option, please send OFFICIAL college transcripts to humanresources@stcharlessd.org or mail to 400 N. 6th Street, St. Charles, MO 63301

2

Missouri ParaPro Assessment

<https://www.ets.org/parapro/test-takers/about.html>

Please send test score to humanresources@stcharlessd.org once complete.

3

Missouri 20- Hour Substitute Training Program

<https://www.frontlineeducation.com/substitute-teacher-training/> Send completion certificate to humanresources@stcharlessd.org.

Complete ONE of the 3 options to fulfil the requirement.

Email corresponding documents to humanresources@stcharlessd.org

636-443-4004

humanresources@stcharlessd.org