

The West St. Francois County School District is currently seeking qualified applicants for a

Paraprofessional

Qualifications: Required - minimum of 60 college credit hours

Deadline: **Friday, August 31, 2018**

Duties and Responsibilities: 7-8 Hour Position: The duties may include *(but are not limited to)*:

- Assist special education teacher/classroom teacher in classroom instruction and care of students, which can include hygiene and/or other duties.
- Maintains student confidentiality and understanding of student's IEP.
- Reads tests to students and makes other accommodations from the IEP.
- At times participates in Class-Within-A-Class educational opportunities. (Takes notes during class, monitors behavior of students, works with individual students, etc.)
- Has a good working relationship with other staff members and students.
- Demonstrates an understanding of students' difficulties.
- Keeps records, writes/presents by various methods assignments/lessons and corrects student work.
- Walks students to and from the bus, or other areas of school (as needed).
- Rides with students on the bus, to and/or from school or other locations (as needed).
- Walks with and/or monitors students that have difficulties between classes or other areas (as needed).
- Assists teacher in maintaining discipline and other functions.
- Assists with set-up of classroom and prepares/organizes materials for instruction.
- Participate in meetings and professional development activities.
- Collaborate effectively as a team member to support student/classroom learning and activities.
- Communicate and work effectively with peers, classroom teachers and administration.
- Handles attendance reports and other related clerical functions (as needed).

Interested applicants should:

- Complete a classified application online which can be accessed by going to www.wcr4.org and then clicking on the EMPLOYMENT tab.
- Applications may also be obtained at the West St. Francois County R-IV main office at:
1124 Main Street
Leadwood, MO 63653
- All applications should be returned to the main office at the address above.
- Interested applicants may also contact Mrs. Sheri Price – Director of Special Services or Mr. Stacy Stevens - Superintendent at (573) 562-7544 with any questions.

The West St. Francois County R-IV School District is an equal opportunity employer and does not discriminate on the basis of age, gender, creed, color, national origin or disability.