

## **JOB ADVERTISEMENT**

The Saraland Board of Education will be accepting applications for the following position for the 2015-2016 school year:

# **SARALAND MIDDLE SCHOOL**

**CLASSIFIED:**

## **Paraprofessional/In-School Suspension (ISS)**

All applicants should apply electronically. To obtain an electronic application, visit the Teach in Alabama website at [www.alsde.edu/teachinAlabama](http://www.alsde.edu/teachinAlabama), complete the State of Alabama electronic application, and attach it to the specific job number.

All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education.

**Paraprofessional positions** require an associate's degree or higher or a minimum of two years of study at an institution of higher education. Submission of a copy of valid teaching certificate (Alabama or out-of-state) if applicable, as well as unofficial transcripts indicating all coursework and degree conferral date(s) from regionally accredited colleges/universities is also required.

### **ISS Paraprofessional Job Description**

**Duties:**

- Develops a schedule and maintains an attendance log of the students served
- Collaborates with classroom teacher to ascertain student work
- Ensures students complete classroom assignments and reports
- Completes all required paperwork that relates to the position
- Participates in professional development pertaining to the position
- Reports to the local school principal
- Monitored daily by a local school administrator

**Advertisement: 04/26/16**

**Deadline to apply: until filled**

**The Saraland School System is an Equal Opportunity Employer.**  
No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.