

## **JOB ADVERTISEMENT**

The Saraland Board of Education will be accepting applications for the following possible vacancy for the 2019-2020 school year:

### **SARALAND EARLY EDUCATION CENTER**

**CLASSIFIED:**

### **Paraprofessional/Instructional Aide**

(possible vacancy)

**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.

Duties include:

- Displays a desire to work with students
- Serves as a role model
- Works as a member of a team
- Maintains confidentiality
- Communicates effectively both verbally and in writing
- Assists licensed personnel in school environment where individual differences are respected
- Responds to students as individuals
- Helps maintain cohesiveness in school environment
- Assists with supplementary work for students and supervises learning activities in the school environment
- Uses current technology for instructional management needs
- Provides assistance with individualized program materials
- Demonstrates knowledge of current trends and developments in educational technology
- Demonstrates knowledge of software and district curriculum
- Recognizes student diversity and creates an atmosphere conducive to the promotion of positive student involvement and self-concept
- Confers with classroom teachers to provide optimal learning progress and needs
- Provides teachers with reports and data regarding student learning progress and needs
- Completes other tasks as deemed appropriate by the immediate supervisor
- Works with groups of students to reinforce material
- Assists individual children in need of special attention
- Guides independent study, remedial, and enrichment work
- Other related duties, as assigned.

**Advertisement: 06/24/19**

**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.