West Central Education District

Job Title: Paraprofessional (Bilingual preferred)
Location: West Central Education District Area Learning Center located in Melrose, MN
Reports To: Program Administrator
Position Details: 5 days per week during the school year, 7:45am-2:45pm
Position Overview:
The Area Learning Center Paraprofessional position works closely with teachers and students to create a positive learning environment, assist with classroom activities, and provide additional support to students as needed. The ideal candidate will be bilingual (English and Spanish), have a passion for education, and a commitment to fostering student success.
Essential Functions:

- Assist teachers in preparing instructional materials and organizing classroom activities.
- Under the direction of a licensed teacher, provide one-on-one or small group support to students, helping them with assignments and understanding course content.
- Monitor student behavior and provide guidance to promote a positive classroom atmosphere.
- Support students with special needs by implementing individualized education plan (IEP) modifications and accommodations under the direction of the teacher.
- Supervise student work or resource rooms during class periods to maintain a productive learning environment.
- Provide supervision of students during lunch, recess, and other non-classroom activities.
- Maintain student records and documentation as required.
- Communicate effectively with teachers, students, and administration regarding student progress and needs.
- Participate in training and professional development opportunities to enhance skills and knowledge.
- Completing assigned office tasks such as mailing, copying, completing purchase requisitions.
- Serves and supports student lunches under the direction of the Food Service Director.
- Perform other duties as assigned by the supervising teacher or school administration.

Knowledge, Skills, and Abilities:

- Ability to demonstrate confidentiality
- Ability to establish and maintain positive working relationships
- Ability to effectively and professionally communicate in writing and verbally
- Ability to work with students individually and in groups
- Ability to use technology

Qualifications:

- Must meet <u>one</u> of the following:
    - Two years of college credits through an accredited institution
    - An associates degree or higher

West Central Education District

    - A high school diploma and a passing score on an approved academic assessment (Paraeducator exam preparation and Paraeducator exam will be provided if needed)
- Must pass a criminal background check
- Valid driver's license

Compensation:
Per the WCED Non-Certified Employment Agreement, pay range is $16.49-$21.36/hour depending on experience.

To Apply:
Email the completed job application and letter of interest to Vanessa Hoffarth, Program Administrator at vhoffarth@wced6026.org.

Posting Deadline: Position is open until filled.