



WEST CENTRAL EDUCATION DISTRICT

**Job Title:** Paraprofessional

**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

This position is a long term sub position for September 1-October 9, 2026.

**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 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 one of the following:
  - Two years of college credits through an accredited institution



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- An associates degree or higher
- 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](mailto:vhoffarth@wced6026.org).

**Posting Deadline:** Position is open until filled.