

Job Announcement

Mississippi Schools for the Deaf and the Blind

[HTTPS://MSDBK12.ORG/NOW-HIRING/](https://msdbk12.org/now-hiring/)



Position Type: *District (Time-Limited/Classified)*

Job Title: *Special Services Paraprofessional*

Date Posted: *04/08/2024*

Location: *Mississippi Schools for the Deaf & the Blind/Jackson, MS*

Date Available: *Immediately*

Closing Date: *Until Filled*

Reports To: *Special Services Director*

PURPOSSE:

Assist certified staff in providing instruction to individual or small groups; monitor and report student progress. Performs a variety of support functions in a classroom and/or office setting.

MINIMUM QUALIFICATIONS:

Obtained an associate degree or higher; OR completed at least 2 years of study (48 semester hours) at an institution of higher education; OR Silver Level Certification on the ACT WorkKeys assessment.

PREFERRED QUALIFICATIONS:

Fluency in American Sign Language (ASL)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Familiarity with special education guidelines and procedures
- Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as a member of an instructional team.
- Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
- Assist in administering diagnostic and other tests; score and record test information.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records if requested by certified teachers.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating
- audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assist in overseeing students in various activities.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Assure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Participate in meetings and in-service training programs as assigned.
- Communicate and maintain effective relationships with students, parents, staff and the public
- Print and write legibly.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Be clean, neat and professionally dressed.
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned days (Employment Notice), and extended days and using sick and personal leave appropriately.

- Maintain proper care and safe use of district equipment and property.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others displaying self-control, honesty, and credibility with parents, students, visitors, and school personnel.
- Perform such other tasks and assume such other responsibilities as may be assigned by the supervisor or superintendent.
- Adhere to the Mississippi Educator Code of Ethics.
- Maintain confidentiality and privacy of all MSDB records.

PLEASE SUBMIT RESUME TO HR@MSDBK12.ORG TO APPLY, OR VISIT WWW.MSDBK12.ORG FOR MORE INFORMATION.