

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
JOB ANNOUNCEMENT**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Paraprofessional

LOCATION: St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.stx@vide.vi

Deadline for applying: March 2, 2019

Salary Range: \$30,000 - \$34,607

Union: American Federation of Teachers (AFT)

DESCRIPTION

The paraprofessional assists with providing appropriate educational opportunities and instruction for each student, according to the guidelines established by the VI Department of Education. An employee in this class is required to perform a variety of routine and generalized work, assisting teachers in providing supportive learning environments, and protecting the safety, health, and well-being of learners and staff. The paraprofessional works under the direct supervision of a teacher, counselor, assistant principal, or principal.

MAJOR DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Supervises children on school grounds in the playground, lunchroom and study periods;
- Makes lunch reports and assists in the correction of objective tests;
- Assists in maintaining good behavior of children on the way to and from the classroom, lunchroom and other areas;
- Assists with instruction in subject area(s) as assigned by the teacher;
- Assists in distributing, collecting and storing materials and equipment as requested by the teacher;
- Assists in recording attendance, filing and maintaining updated catalog material;

- May assist with pre-assigned or selected lesson reviews in teacher's absence;
- Tends to toiletry needs and nurses illnesses, especially of younger children;
- Provides assistance to students to facilitate learning;
- Participates in staff development through participation in training, workshops, and conferences, as appropriate;
- Assists in the preparation of visual aid materials for instruction as determined by teacher; and may operate audio-visual equipment;
- Assists in the school library by reading and storytelling;
- May participate as a team member with professional colleagues for school-based enhancement of instructional initiatives;
- May accompany teacher on field trips to educational-related sites;
- May carry out specific assignments as required by teacher or at the discretion of the school administrator;
- Performs related work as required.

KNOWLEDGE AND ABILITIES (REQUIRED)

- Knowledge of federal and state laws and the policies and practices of the V.I. Department of Education;
- Knowledge (basic) of content areas/subjects;
- Knowledge of the behaviors pertaining to student age and growth process;
- Knowledge and awareness of ethical and confidential conduct in on-the-job relationships;
- Ability to communicate knowledge to others;
- Ability to read and write using grammatically correct construction;
- Ability to follow oral and written directions and to maintain simple records;
- Ability to follow clearly written lesson plans;
- Ability to manage classroom and time;
- Ability to work cooperatively with students, staff, administrators, parents and others;
- Ability to be tolerant, and patient under stressful situations.

FACTOR II: SUPERVISORY CONTROLS

- Works under the direct supervision of a Principal, Assistant Principal, Counselor, Teacher or other designated person;
- Work is controlled by routine review and reporting to or consultation with supervisor;

- Work is reviewed through classroom visits, periodic reports and achievement of objectives.

FACTOR III: GUIDELINES

- Federal and state law, including HIPAA, and Departmental guidelines and procedures must be followed;

FACTOR IV: COMPLEXITY

- Responsible for supporting the continuance of a safe and healthy learning environment for assigned students;
- Requires patience and diligence.

FACTOR V: SCOPE AND EFFECT

- Is responsible for supporting the planning and implementation of instructional programs so that students achieve individual maximum potential to redound to benefit of the student and the community.

FACTOR VI, VII: PERSONAL CONTACTS AND PURPOSE OF CONTACTS

- Personal contact is made with fellow employees, teachers, administrators, and parents/guardians for the purpose of obtaining, clarifying, or giving facts or information to aid in accomplishing daily tasks and long term objectives.

FACTOR VIII: PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to:

- Stand for long periods of time with intermittent walking, standing, sitting, and bending;
- Talk or hear within normal range;
- Reach with hands and arms;
- Read fine print;

- Lift/push/pull up to 70 pounds;

FACTOR IX: WORK ENVIRONMENT

- Requires performing regular job functions in a school working environment;
- Workers are required to adhere to standard safety regulations to ensure personal safety and the safety of others;

MINIMUM QUALIFICATIONS

- Associate of Arts degree in Early Childhood Education, Education or related field; **or**
- Completion of two (2) years of college to include sixty (60) college credits; **or**
- High School diploma and passing score on the Parapro Examination.

“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”

Send your complete application package to careers.stx@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor’s Statement of Good Health.

******DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. ******

Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.
