

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

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** Paraprofessional

**LOCATION:** St. Thomas/ St. John District

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**  
[careers.sttj@vide.vi](mailto:careers.sttj@vide.vi)

Deadline for applying: June 27, 2018

Starting Salary: \$22,675 GRADE: EA-04

Union: American Federation of Teachers- Support Staff

**DESCRIPTION:**

A paraprofessional works under the general supervision of a Teacher, Counselor, Assistant Principal, or Principal. Work is reviewed through observations, evaluations, informal and formal conferences. Duties and responsibilities including assisting teachers and faculty in the supervision and teaching of all school students both on campus and aboard school buses; as assigned. The purpose of this position is to support in the execution of the goals and objectives of the school district's programs and the Department's overall provision of educational services to children.

**DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

- Supervises children on school grounds in the playground, lunchroom, study periods and aboard school buses;
- Makes lunch reports and assists in the correction of objective tests;
- Assists in the maintenance good behavior of children on their way to and from the classroom, lunchroom and other school facilities and areas;
- Assists in the 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, in absence of the teacher, with specified or selected lesson reviews;
- Takes care of toiletry needs and illness, especially of younger children;
- Provides assistance to students to facilitate their learning of instructional objectives/goals, as directed;
- Participates in staff development training workshops, seminars/meetings, 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 assist during required field trips to education-related settings;
  - May be given specific school assignments as determined based on teacher attendance, school activities, or at the discretion and need of the school administration;
  - Performs related work as required.

### **KNOWLEDGE AND ABILITIES**

- Knowledge of basic school subjects and ability to communicate knowledge to others;
- Knowledge of the associated behaviors related to student age and growth process;
- Knowledge and awareness of ethical and confidential conduct in personal relationships on the job;
- Ability to read and write in grammatically correct sentences;
- Proficiency in Microsoft Office Word, Excel and Outlook;
- Ability to follow oral and written directions and to maintain simple records;
- Good physical and mental health;
- Ability to follow clearly written lesson plans;
- Ability to manage classroom time and group control;
- Ability to work cooperatively with students, staff, administrators, parents and others;
- Ability to remain tolerant and patient under stressful situations;
- Ability to stand for long periods of time with intermittent walking, standing, sitting, bending, use of voice;
- Ability to perform heavy work, including continuous physical exertion such as frequent bending, lifting or climbing;
- Ability to use your abdominal and lower back muscles to support parts of the body repeatedly or continuously over time without 'giving out' or fatiguing;
- Ability to frequently lift and /or move up to 70 pounds.

### **FACTOR II: SUPERVISORY CONTROLS**

- Works under the direct supervision or assignment of a Principal, Assistant Principal, Counselor, Teacher or other school personnel as assigned by the principal;
- Work is controlled by routine review and reporting to or consultation with supervisor;
- Work is reviewed through on-site visits, reports and achievement of objectives.

### **FACTOR III: GUIDELINES**

- Employee is expected to use knowledge acquired through specific instructions, training and experience in making independent decisions.

### **FACTOR IV: COMPLEXITY**

- Requires the ability to perform multiple job functions using sound judgment to execute a variety of job responsibilities simultaneously;
- Responsible for ensuring the safety of children on school ground and buses; as well as the completion of assignments given by teachers or the principal;
- Requires long hours of concentration, patience and flexibility in situations that can arise unexpectedly.

**FACTOR V: SCOPE AND EFFECT**

- Requires responsibility for the completion of assigned tasks by supporting and performing routine work activities.
- Errors at this level will have major repercussions that will be counterproductive to effective class room management and school safety.

**FACTOR VI: PERSONAL CONTACTS AND PURPOSE OF CONTACTS**

- Ability to develop and maintain effective working relationships with members of the Department's staff and other external entities and bodies;
- Purpose of contacts is to obtain, clarify, or give facts or information to aid in the production of accomplishing objectives and daily tasks.

**EDUCATION:**

- 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; **AND**
- Passing score on the ParaPro examination.

**Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.**

**Send your complete application package to [careers.sttj@vide.vi](mailto:careers.sttj@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. \*\*\***

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*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.*

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