

Hopkinton Public Schools

An Equal Opportunity Employer



NOTICE OF VACANCIES

Job Posting # 18-78

Opening Date: June 25, 2018

Closing Date: June 30, 2018

TITLE: Special Education Teaching Assistant (Paraprofessional)
TYPE OF POSITION: Full-Time (1.0); 2018-2019 school year; salary per collective bargaining agreement, currently \$17.01 - \$19.66/hour (under negotiation and subject to change), commensurate with experience
LOCATION: Marathon School; Hopkinton, Massachusetts
AREA OF CONSIDERATION: All qualified candidates

NOTE: More than one position may be filled from this vacancy announcement.

Under the general direction of the Teacher, the **Special Education Teaching Assistant (Paraprofessional)** will provide classroom and student support by various means, dependent upon the needs of the students. The Teaching Assistant collaborates with specialist(s) and classroom teacher(s) to deliver the necessary specialized instruction, curriculum modification and classroom accommodation needed for students to access curriculum frameworks. The incumbent contributes to the effectiveness of the teaching team using positive communication, problem-solving, and conflict management strategies, while maintaining the highest degree of confidentiality.

DUTIES:

Duties include, but are not limited to:

1. Provides overall support to the classroom teacher(s) and student(s), based on the needs of the classroom and the students' Individual Education Program (IEP) and 504 Plans, if applicable;
2. Assists classroom teacher(s) and specialist(s) in preparing lessons and related materials;
3. Incorporates knowledge of student learning styles, child development, skills/knowledge acquisition rates of the student(s) to whom assigned, to assist student learning. Observes and records academic, behavioral and social data to measure progress;
4. Recognizes when teaching/learning and behavioral strategies are not successful and seeks the guidance of the classroom teacher(s) and specialist(s) to adapt assistance accordingly;
5. If assignment requires, provides direct assistance to students to manage personal care;
6. Other duties, as required.

QUALIFICATIONS:

*To be considered qualified for the position of **Special Education Teaching Assistant** candidates must have:*

1. Associate's Degree or successful completion of the ParaPro exam;
2. Ability to communicate clearly and effectively, both orally and in writing, to children and adults;
3. If assigned as a Personal Care assistant, experience with and willingness to provide direct assistance to students to manage personal care to improve daily life skills;
4. Licensed by the Massachusetts Department of Education in a related field, while not required, considered a plus;
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

APPLICATION PROCEDURE:

To be considered for this vacancy, please reference only job vacancy #18-78 and your last name (as, #18-78 Jones) in the subject line, and submit:

1. Cover letter;
2. Resume, which should contain applicable license/certification information;
3. The contact information for three professional references; and
4. College transcripts and/or certification of successful completion of the ParaPro exam.

Submit the above required information to: hpsjobs@hopkinton.k12.ma.us

Please note: this address is for application materials only. *E-mail is our preferred method of application*, however, if you wish to apply by mail, please send the required items to:

Human Resources (Job Vacancy #18-78)
Hopkinton Public Schools
89 Hayden Rowe
Hopkinton, MA 01748

Incomplete applications will not be considered.

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.