

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

POSITION TITLE: Paraprofessional

LOCATION: St. Croix, U.S.V.I.

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
(340) 772-3848

Deadline for applying: May 28, 2008

Salary Range: \$20,775.00 - per annum

Union: American Federation of Teachers - Paraprofessional

GENERAL STATEMENT OF DUTIES

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 are those of assisting the s, teachers, and faculty in the supervision and teaching of all school students. Work is performed in a school setting, which is drug free, violence free and smoke free. The purpose of this position is to support and assist in carrying out the goals and objectives of the school district's programs and the Department's mandates to provide educational services to children. Contacts are primarily with Principals, coworkers, students, and parents. The primary purpose of the contacts is to provide assistance and support, to the school in the supervision of its children.

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 their way from and to 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 assists during required field trips to educational related settings;
- May be given specific school assignments as required by 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 behaviors pertaining 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;
- 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 class room time and group control;
- Ability to work cooperatively with students, staff, administrators, parents and others;
- Ability to be tolerant, and patient under stressful situations;

EDUCATION & EXPERIENCE

- 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 with fifteen (15) college credits, preferably with two (2) years working experience in youth-related or tutorial programs and an examination identified for paraprofessional.

“NO PERSON SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT OR IN ANY EDUCATIONAL PROGRAM OR ACTIVITY OFFERED BY THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION ON ACCOUNT OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, HANDICAP OR AGE”

Alscess Lewis-Brown
Director
Division of Human Resources