



Clarkdale-Jerome School District #3

1615 Main Street

Clarkdale, Arizona 86324

Phone (928) 634-5035 Fax (928) 639-0917

Open Position

Part Time Classroom Para Professional/Instructional Assistant

10 Months 19 Hours per week

Rate of pay: \$10.91 – \$12.28 depending on experience

Please complete a classified job application and submit it to the school office.

Instructional Assistant Classroom Para Professional

The responsibility of the Instructional Aide is to assist the teacher with instructing students in basic skills and personal interaction

Job Duties

Work with designated students in the classroom or an adjoining classroom on basic skills. Direct students to necessary reference books and resources.

Address special needs of students requiring individual tutoring who have been identified by the teacher for special instruction.

Monitor and supervise students in the classroom and at other activities or during recess as assigned.

Assist in administering and correcting class assignments.

Make sure students have proper supplies.

Organize student folders

Orient new students to classroom rules and assignment

Assist with copying when needed.

Assist with preparation of classroom learning activities.

Perform other duties as assigned.

Training, Education, Experience

Specific areas of instruction can be incorporated.

Experience teaching or tutoring youth is helpful

Must have an Associate's Degree **OR** Arizona Para Professional Certification

Mastery of basic math and language skills required.

Fingerprint card and background clearance required.

Personal Traits

Ability to interact well with students, staff and parents.

Ability to be patient and give clear instructions.

Must be flexible

Job Relationships

Supervised by the assigned classroom teacher.