



OWENS – WHITNEY ELEMENTARY SCHOOL DISTRICT #6

14109 East Chicken Springs Road, P.O. Box 38
Wikieup, AZ 85360 Phone (928)765-2311

Governing Board
Clay Tyree, President
Frank Dazzo, Member
April Drane, Member

EMPLOYMENT OPPORTUNITY

Position

Instructional Aide (Para-Professional)

Work Schedule

10 months

Part time

Closing Date

Open until filled

Salary classification *(Based on years of experience)*

Para-Professional Salary Schedule- \$14.35-\$17.35

Date Available:

To begin employment July 26th, 2021.

SUMMARY:

Under the supervision of certified teaching staff or subject specialist, assists in the education of students.

ESSENTIAL FUNCTIONS:

- Assists classroom Teacher as requested by working with students in grades K-5. Communicates progress information to classroom Teacher.
- Works with students in K-5 grades needing supplemental instruction (individual or small groups) to develop reading skills.
- Monitor student activities such as test taking, research projects. Monitor student progress and conduct assessments to determine progress during the school year.
- Assist teacher in recreational activities and/or occasional field trips.
- Provide clerical assistance for teachers or other staff at the site.
- Conducts instructional exercises assigned by the Teacher. May work with teacher to plan lessons and prepare materials for upcoming lessons.
- Assist with inventory and attendance tasks.
- Assists in maintaining a neat and orderly classroom.
- Monitor the safety of the students on the playground, aide in cafeteria supervision.
- Assist with the development of bulletin boards.
- Provides assistance to substitute teachers.
- Performs other duties as assigned.
- Due to the potential for access to confidential student information, it is absolutely mandatory that this position safeguard and maintain the confidentiality of the information stored and discussed in the school.

*This job description is not a comprehensive listing of duties, responsibilities, or activities that are required of the employee for this job. Detailed general statement of responsibilities will be handed out once employment has begun.

QUALIFICATIONS:

A. REQUIRED EDUCATION, TRAINING & EXPERIENCE

- High school diploma or general education degree (GED)
- Must possess an AA or 60 semester credits, or proof of passing score on the Para-Pro Assessment.

B. AUTHORIZATION/SECURITY CLEARANCE

Must be able to pass a criminal background check and obtain a Fingerprint Clearance Card with an IVP number through the Arizona Department of Public Safety.

APPLICATION PROCEDURE:

To view and download application, please go to: www.owens-whitney.org.

A copy of the application will also be available upon email request at: owensschool@owens-whitney.org.

Application will also be available for pickup in the Kindergarten room Monday-Thursday, 7:30 am – 4:30 pm with Lee Gurney.

For questions, please call Lee Gurney at (928) 853-6578.