

**St. Cecilia Catholic School**  
**1311 Sycamore**  
**Tustin, CA 92780**

**Job Title:** **Long-Term Substitute Paraprofessional (Kindergarten)**  
**Reports to:** **Principal/Designee**  
**Wage:** **Depends on level of education & experience**  
**Hours/Week:** **M-F, 7:30am-12:30pm**  
**Start Date:** **Monday, April 8, 2019**

**DEFINITION:** The Paraprofessional, under the direction of the school principal and/or her designee, assists a teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assists a teacher with the preparation of instructional materials; and tutors students in assigned subject areas. Additionally, in order to ensure a safe and appropriate learning environment, the paraprofessional works positively and collaboratively with a wide range of school staff and parents, monitors individual students, classroom and/or playground activities, and cares for classroom and instructional equipment.

**ESSENTIAL DUTIES:**

- Tutors individual or small groups of students, reinforcing instruction as directed by the teacher
- Directs group activities or students as assigned
- Provides support to the teacher by setting up work areas, displays and exhibits, operating equipment and distributing and collecting paper, supplies and materials
- Assists assigned teacher with the implementation of lesson plans
- Adapts classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives
- May accompany students on field trips as assigned
- May perform a variety of clerical duties in support of classroom activities such as preparing, duplicating and filing instructional materials.
- Observes and controls behavior of students in the classroom and during outdoor activities according to approved procedures; reports progress regarding student performance and behavior
- Operates a variety of classroom and office equipment including a computer, copier, laminator, interactive whiteboard, projector, and video equipment
- Performs related tasks as required

**QUALIFICATIONS:**

- Graduation from high school or equivalent.
- Prior job related experience, paid or volunteer, with preschool/school age children preferred
- Specialized training or coursework in childcare, child behavior, psychology, or teaching and related fields highly desirable.

**REQUIREMENTS:**

- Fingerprint Clearance\*
- Safe Environment Clearance
- Proof of freedom from TB
- Background Check
- CPR Certification

**APPLICATION:** Please send cover letter and resume to [malvarado@stceciliak8.org](mailto:malvarado@stceciliak8.org)