

St. Cecilia Catholic School
1311 Sycamore
Tustin, CA 92780

Job Title: Paraprofessional (second grade)
Reports to: Principal/Designee
Wage: Depends on level of education & experience
Hours/Week: M, TU 7:15am-3:00pm
Alternating W 9:15am-3pm

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:

Due to COVID-19 students are grouped into cohorts. The paraprofessional is responsible for supervising one cohort while the teacher provides instruction in the other cohort. The instructional time is via livestream.

- 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