

Greetings! We are sharing the information below with you in hopes that you know of qualified, interested people who may want to apply for our Para educators position. This position is open on our web site and we would encourage anyone that meets the qualifications to apply. Apply on line at [www.davenportschools.org](http://www.davenportschools.org) or click the link [Substitute Para Educator](#) - \$9.46 per hour for 2013-2014 School Year - JobID: 291

Thank you for sharing this with your networks. – Sincerely, Sarah Harris

### **Children's Village Subs**

The core work day is from 7:50am-2:05pm. There are opportunities for subbing for the a.m. wrap piece at all Village sites from 7:00-8:00 and p.m. wrap at Children's Village Buchanan and Children's Village Hayes from 2:05-5:30.

### **General Duties**

#### **Special Qualifications Desired:**

- High school diploma or GED
- Flexible
- Dependable, punctual and responsible
- Friendly, caring, compassionate, patient, understanding, sensitive, firm personality
- Basic computer knowledge may be necessary
- Experience in working with children preferred
- Good communication and organizational skills

#### **Duties & Responsibilities:**

- Willing to work at a variety of school buildings and classrooms with sometimes limited notice as to assignment. Hours of work will vary between the buildings.
- Working with a variety of students, including but not limited to students in regular education classrooms, behavior disordered students, students with physical and/or mental disabilities, at-risk students, preschool/elementary/intermediate/high school-aged students, and students with diverse ethnic and/or socioeconomic backgrounds.
- Working under the supervision of classroom teacher(s) to provide academic assistance, social adjustment and instruction on skills to students.
- Assisting with daily activities and routine care of students.
- Following teacher(s) direction for instruction.
- Modeling flexibility in duties as the needs of students change.
- Modeling enthusiasm and patience.
- Assisting, when needed, with lunchroom duties and playground supervision.
- Willingness to use positive reinforcement techniques and appropriate guidance techniques to assist in managing developmental behavior throughout the school routine including transition times, and activities redirection.
- Assisting in arrival and/or departure of students.
- Willing to work well as part of a team, and also ability to work with individuals, small and large groups.
- Maintaining and respecting confidentiality in accordance with District rules and regulations.
- Maintaining positive interpersonal skills with students, parents and staff.
- Preparing materials for classroom teacher(s).
- Ability to multi-task and follow directions.
- Ability to anticipate and solve problems.
- Using office equipment, including but not limited to: fax machines, copiers, computers, telephones.
- Other duties as assigned by building Administrator(s).

#### **Physical Requirements:**

- Some buildings are multi-level and require the use of stairs.
- Walking medium to long distances in hallways.
- Ability to stand more than half the time.
- Ability to lift up to 50 pounds.
- Willingness and ability to work outside in a variety of weather conditions.
- Ability to reach, bend and squat.

•Some assistance with student transfers from wheelchairs may be needed, depending upon the classroom needs.