

The Southeast Arkansas Education Service Cooperative is now accepting applications for a **Special Education Paraprofessional** for the Drew County Consortium.

Minimum Qualifications

- High School Diploma

Responsibilities – Classroom

- Assist in the preparation of classroom materials
- Cleaning the classroom materials to prevent spread of germs
- Assist in the implementation of lesson plans
- Maintain confidentiality of all students
- Attend conferences as needed
- Support the classroom teacher and supervisory personnel
- Comply with standards of the Drew Central School District, where the class is located
- Perform other duties as assigned

Responsibilities – Professional Development

- Attend and pass all Core/Foundations Paraprofessional Modules when offered at the Cooperative

Responsibilities – Daily Care-taking

- Assist students with toileting as needed
- Assist with diapering
- Assist with lunch and snacks (cutting meat, opening milk cartons, and feeding those who cannot feed themselves)
- Assist students with grooming
- Assist with student maintenance (help place student in lift, etc.)
- Perform other care-taking duties as assigned

This position is a 185 day contract that will be pro-rated based on employee's start date. The position will be from 7:30 am – 3:00 pm at the Drew County Consortium.

Successful applicants must be able to pass local, state and federal criminal background checks as well as a child maltreatment registry check.

Application for this job can be found on the SEARK Education Service Cooperative Website

– https://www.searkcoop.com/index.php?pageID=420485_3

If selected for an interview, you will be required to bring a resume and copy of awarded degrees.

Position is open until filled.