

## **Job Description: Paraprofessional**

**Location:** Wibaux Public Schools, Wibaux, MT

**Employment Type:** Full-Time

**Grade Levels:** K-12

### **Overview:**

Wibaux Public Schools is seeking a dedicated and compassionate Paraprofessional to join our team. The ideal candidate will support teachers and students across grades K-12, fostering a positive and inclusive learning environment. This position is essential in assisting with our students' academic, social, and emotional development.

### **Key Responsibilities:**

- **Student Support:** Assist students with daily activities, including academic tasks, social interactions, and personal care as needed.
- **Classroom Assistance:** Support teachers in managing classroom activities, including preparing materials, setting up equipment, and supervising students.
- **Instructional Support:** Work with individual students or small groups to reinforce learning concepts and provide additional instruction as directed by the teacher.
- **Behavior Management:** Implement behavior management strategies as outlined by the teacher and help maintain a positive and respectful classroom atmosphere.
- **Collaboration:** Collaborate with teachers and other staff members to identify student needs and develop effective support strategies.
- **Record Keeping:** Assist in maintaining student records, including attendance and progress reports.
- **Communication:** Maintain open communication with teachers, parents, and other staff members regarding student progress and any concerns.
- **Professional Development:** Participate in training and professional development opportunities to enhance skills and knowledge relevant to the position.

### **Qualifications:**

- High school diploma or equivalent; additional education or certification in education, special education, or related field preferred.
- Experience working with children or adolescents in an educational or childcare setting is preferred.
- Strong interpersonal and communication skills.
- Ability to work collaboratively as part of a team.
- Patience, empathy, and a passion for helping students succeed.
- Basic computer skills and familiarity with educational technology are a plus.