

**WILLIAMS UNIFIED SCHOOL DISTRICT #2**  
**Employment Opportunity**  
**EMPLOYMENT OPPORTUNITY**

**POSITION:** Kindergarten Paraprofessional

**SALARY:** D.O.E.  
Para-Educator (K)  
.8 FTE      2021-2022 School Year

**CLOSING DATE:**  
When Filled

**JOB SUMMARY:**

Under the direct supervision of the classroom teacher and administrative supervision of the Preschool Director, the Para-Educator will accompany and supervise kindergarten aged students as they transition between classes learning functional, academic, social, and behavioral skills that will contribute to their development as lifelong learners and good citizens.

**QUALIFICATIONS:**

*Required*

High School Diploma  
Fingerprint Clearance Card  
Background Check

*Desired*

Experience working with five year old populations  
Early Childhood coursework/training/education

**RESPONSIBILITIES:**

1. Assist Special Education and General Education Students throughout their school day.
2. Assist the Kindergarten teacher as she plans and designs the program of study for students; create supports for students and prepare materials daily. Communicate with a team of paraprofessionals and teachers; always maintain a minimum 1:10 teacher to student ratios at all times.
3. Prepare instructional charts, materials, bulletin boards, etc. based on the lesson plans, themes and activities. Employ instructional strategies, media, support technology as recommended and guided by the teacher when reinforcing functional, academic or behavioral skills to ensure continual achievement for the students.
4. Work closely with classroom teachers to promote a positive, warm and welcoming classroom environment that provides opportunities for students to learn appropriate social skills and have a quality preschool environment.
5. Assist students in the classroom to reinforce skills and concepts as needed working with small groups and setting up learning centers; assist teachers to modify instruction as needed to meet individual needs; provide student progress data to teachers on a weekly basis.
6. Work with the teacher and staff to ensure safety, health, and welfare of the students; comply with all Quality First requirements at all times. This person guides students to set and maintain standards of school and classroom behaviors with a positive and helpful disposition.
7. Take all necessary and reasonable precautions to protect students, equipment, material, and facilities of the school; advocate on behalf of students with disabilities to ensure students receive the needed appropriate services.
8. Supervise students at school, during duty on playground or lunchroom, extracurricular trips, bus runs as needed and other school related activities.
9. Attend all meetings and trainings as assigned; maintain accurate and complete records and timesheets as required by the special education regulations, school policies and procedures.
10. Assist with any health services such as grooming, toileting or diapering as needed.
11. Perform all other duties as assigned.

Please go to [www.wusd2.org](http://www.wusd2.org) to download application, stop by District Office at 636 S. 7<sup>th</sup> St., Williams, AZ 86046 or email Stefanie at [smathewson@wusd2.org](mailto:smathewson@wusd2.org)

**WILLIAMS UNIFIED SCHOOL DISTRICT IS  
AN EQUAL OPPORTUNITY EMPLOYER**

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