

Dade Elementary School Paraprofessional

Dade Elementary School is now accepting applications for the 2024-2025 School Year for a paraprofessional.

Minimum Requirements:

High School Diploma with one-year acceptable employment and passing score on the appropriate paraprofessional assessment, or an associate degree or higher, or completed two years of study at an institution of higher education. Knowledge to perform basic math problems, interpret written procedures, write routine documents, and support classroom instruction.

Primary Function:

Assists with student instruction in all curriculum content areas and social skills. Gathers and prepares classroom instructional materials as directed by teachers. Assists teachers in planning, preparing, and implementing appropriate learning activities as directed. Supervises students in activities across the school setting. Assists in maintaining a clean and safe classroom environment. Attends required meetings as directed by teachers and administration. Assists in recording and filing student data. Performs general clerical duties assigned by teachers. Adheres to policies and practices of Dade County Schools. Displays punctual and regular attendance and meets assigned deadlines. Treats confidential information and sensitive situations with discretion.

Qualified candidates should complete the application on www.teachgeorgia.org and send a traditional resume with 3 references melissavaltierra@dadecs.org.