

Hanford Elementary School District
Human Resources Department
November 1, 2024

NOTICE OF VACANCY:
SUBSTITUTE PARAPROFESSIONAL (TK/K)
\$20.72/hr.

ASSIGNMENT: Site to be determined; on-call as needed. Typical assignment is 7.0 hours per day, Monday through Friday. Usual scheduled hours are: 7:30 a.m. to 3:00 p.m.

MAJOR RESPONSIBILITIES: Under general supervision by school site administration or designated certificated staff, provides instruction to individual or small groups of students in general subject-matter areas to reinforce classroom lessons; observe, monitor, and record student behavior and performance; and assist teachers in maintaining student academic and attendance records.

REQUIREMENTS: Equivalent to graduation from high school. Must meet the following requirements: Complete two years of higher education study, OR Hold or Obtain an Associate's degree OR Pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching, reading, writing, and mathematics or reading, writing and mathematics readiness (Paraprofessional Exam). **CBEST meets requirements.** One year of experience in supervising a group of students. Preferred candidates should be in pursuit of a career in Education.

WORKING CONDITIONS:

Environment: Classroom and school environment.

Physical Abilities: Seeing to monitor student behavior during classroom activities, to read, prepare and proofread documents, perform assigned duties; hearing and speaking to exchange information related to classroom assignments and to speak on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files, and supplies, lifting light objects.

Interested applicants must apply on [Edjoin.org](https://edjoin.org) and answers to the [supplemental questions](#). Applications that are over a year old will not be accepted; a new application must be completed.

You will need to register to take the Paraprofessional Exam (if you do not meet the CPE requirement through education) given by the Kings County Office of Education at (559) 589-2500.

For information and application packet contact:
Hanford Elementary School District
Human Resources Department
714 North White Street
Hanford, CA 93230
Phone: 559-585-3619
www.hanfordsd.org

FINAL FILING DATE: OPEN UNTIL FILLED

The Hanford Elementary School District does not discriminate on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation at any district site and/or activity. No person shall be denied employment solely because of any impairment which is unrelated to the ability to perform the essential functions of the position for which application has been made.