

## **ANNOUNCEMENT OF VACANCY & JOB DESCRIPTION**

Superior School District #3 announces an opening in the following position:

### **7th - 9th Grade GEAR UP Instructional Paraprofessional:**

To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefits for students.

1. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff.
2. Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Monitors work, corrects papers, and supervises curriculum-based testing and make-up work as assigned by the certified staff.
4. Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular certified staff.
5. Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff.
6. Alerts the certified staff to any problem or special information about an individual student.
7. Performs assigned supervision of students on field trips.
8. Performs assigned non-instructional classroom duties, including lunch service in the Junior High/High School building
9. When requested, serves as a resource person to the General Education Intervention Team and/or IEP/ Title 1 / ESL Team(s).
10. Attend trainings at scheduled PIR days and as requested by administration.

Salary: DOE

Position is open until filled.

This is a grant-funded position and is available pursuant to grant funds being annually allocated.

Please submit a letter of interest to:

Chris Clairmont - Principal  
Superior School District #3  
P.O. Box 400  
Superior, Montana 59872  
406-822-3600 x 112