

**JOB TITLE:**

Special Education Paraprofessional - Middle School

Start Date: Immediately upon hire

**COMPENSATION:**

\$15.78 hourly

**POSTING DATE:**

01/9/2024

**POSITION SUMMARY:**

Will work 1:1 with special education elementary students. Will support students' daily needs in the classroom and throughout the school day and assist in management and shaping of student behavior through use of positive reinforcement strategies. Assists in supervision of special education students in the classroom, on study trip activities, on the playground, and in bus duty, as directed. Duties will vary depending on student needs.

**DESIRED MINIMUM QUALIFICATIONS:**

Completion of at least two years of study at an institute of higher education; obtain an associate or higher degree or meet a rigorous standard of quality. Successful applicants will have knowledge of general concepts of child growth, development, and behavior characteristics in special education programs assigned and will be able to handle stressful situations and maintain confidentiality of employment and student matters.

**REPORTING RELATIONSHIP:**

Reports to the building level Principal and the Special Education Teacher.

**TERMS OF EMPLOYMENT:**

1. Full-Time, school-year position, approximately 32 hours per week during the school year, Monday thru Thursday, based on a 4-day school week.
2. 158-Day contract, including 6 paid holidays.
3. Vacation and Sick Leave are earned pursuant to Montana Law.
4. Position qualifies for insurance and retirement benefits.

**CLOSING DATE:**

Open Until Filled

**EQUAL EMPLOYMENT OPPORTUNITY:**

Manhattan School District #3 is an equal opportunity employer and does not discriminate in regards to race, color, religion, nationality, sex, age, marital status, or disability.

**APPLICATION PROCEDURE:**

Complete a classified application which is available on the school website, [www.rollontigers.org](http://www.rollontigers.org) or in the Manhattan School Business Office. Email all application materials to [info@mhstigers.org](mailto:info@mhstigers.org) or drop off at the Manhattan School Business Office. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a fingerprint background check.