



# NOTICE OF VACANCY

## Sheffield City Schools

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### **TEACHER AIDE (Paraprofessional) with Possible Coaching Responsibilities, FTE-1.00, Systemwide**

- Category:** Support/Classified
- Contract Period:** 9.5 months (187 days) 2023-2024 school year
- Qualifications:** Applicant must have a high school diploma with no less than two years at an institution of higher learning.
- Candidate must have a current satisfactory criminal background check and fingerprinting clearance through the Alabama State Department of Education
  - Applicant must have excellent people skills. Person will be available systemwide
- Salary Schedule:** Salary to be based on education and experience on the teacher aide salary schedule as approved by the Board
- Deadline:** Open Until Filled
- Other Information:** Applicant must be willing to work with extra-curricular activities in addition to the teaching aid assignment.  
**SEE ATTACHED JOB DESCRIPTION**
- Posted:** January 18, 2024

**This position is posted with SearchSoft. ALL applications MUST be submitted through SearchSoft.**

#### **General Information for Applicants**

1. Applications must be completed online with SearchSoft – (TEACH in ALABAMA) with ALSDE.
2. Applicants are subject to criminal and other background checks.
3. Depending on possible changes in enrollment, personnel transfers, or other factors, the position to be filled may be different from the indicated vacancy.
4. **Nondiscrimination Statement:** The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies, Carlos Nelson, Deputy Superintendent or Julie Box, Special Education and 504 Coordinator, 300 West Sixth Street, Sheffield, AL 35660, 256-383-0400

DECLARACIÓN DE NO DISCRIMINACIÓN: El sistema escolar de la ciudad de Sheffield no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, o edad en sus programas y actividades, y ofrece igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. Las siguientes personas han sido designados para recibir consultas sobre las políticas de no discriminación: Educación Especial y Coordinador de 504, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400; Coordinador de Programas Federales, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400.

## ***Job Description – Teacher Aide/Paraprofessional***

**POSITION TITLE:** Teacher Aide/ Paraprofessional

**QUALIFICATIONS:** (1) High school education or GED (minimum); (2) Post-secondary education, or current enrollment in a teacher education program (preferred); (3) Demonstrated aptitude for the work to be performed

**REPORTS TO:** Principal

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Prepares for classroom activities under supervision of the teacher
2. Works with small groups of students to reinforce material initially introduced by the teacher
3. Assists individual students in need of special attention
4. Performs clerical duties
5. Guides independent study, enrichment work, and remedial work set up by teacher
6. Sets up audiovisual equipment
7. Assists teacher with non-instructional classroom duties
8. Checks notebooks, corrects papers, and supervises testing and make-up work
9. Assists in drill work
10. Assists with reading and storytelling
11. Assists small groups of students in the library and computer lab
12. Participates in in-service training programs, as applicable
13. Assists with student attendance
14. Assists in the administration of student check-ins and check-outs
15. Performs other duties as assigned
16. Assumes responsibility for acting as a representative of the Sheffield City Board of Education in the solution of problems which might affect his/her specific assignment
17. Assumes responsibility to perform any work which is assigned by the Superintendent of Schools and/or his/her representative, including the immediate supervisor

**TERMS OF EMPLOYMENT:** Contract by appointment. Salary will be determined by the Teacher Aide/Paraprofessional Salary Schedule based on years of experience.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Personnel

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.

Revised 3-20-2023