



Job Opening for Fall of 2019

Position Title: **Paraprofessional**
Status: **Part-time, Monday-Friday**
Hours: **To be determined**
Reports to: **Educational Leader**

Job Objective: To help assist certified staff implement student lessons, manage the classroom environment, and administer assignments.

Essential Daily Tasks:

Daily job responsibilities/tasks to include, but not limited to:

- Help students, individually or in groups
- Administer tests to students
- Serve as chief source of information for the substitute teacher
- Collaborate with the classroom teacher and parents in tracking student progress
- Contact parents for non-academic issues
- Ensure that the necessary class materials are prepared before students enter the classroom
- Make copies of instructional paperwork
- Set tables for the day's instruction

Attributes a candidate should have: Professional appearance at all times; sincere interest in children and education; desire and ability to assist certified staff to help students excel in a learning environment, multitask, and work well under pressure; excellent problem-solving skills; a team-player attitude; the ability to perform assignments given with little or no supervision

Job Requirements: Must have the ability to perform the tasks stated above.

Experience: Preferred Associated Degree but not required.
Job related experience is desired.

Required: Must have 48 college credits and must pass Criminal Background Check and TB Test

Interested candidates should stop in for an application from the Main Office at Hmong American Peace Academy located at 4601 N. 84 Street. **Please submit an application along with a resume, three signed letters of recommendation and college transcripts to Mrs. Mai Shoua Xiong.** An interview will follow for all eligible candidates. Position to start in the 2019-2020 school year. If you have any questions, please call Mrs. Mai Shoua Xiong at 414-383-4944 or email her at xiong.maishoua@myhapa.org.