



## **Paraprofessional Job Opening**

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

Job Objective: To assist certified staff during virtual and/or in-person learning in implementing student lessons, managing the classroom environment, and administering 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 email Mrs. Mai Shoua Xiong for an application. **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 2021-2022 school year. If you have any questions, please call Mrs. Mai Shoua Xiong at 414-800-1797 or email her at [xiong.maishoua@myhapa.org](mailto:xiong.maishoua@myhapa.org).