



St. John the Baptist Catholic School

520 S. 18th Street • Plattsmouth, NE 68048 • (402) 296-6230

JOB DESCRIPTION

Paraprofessional

Position Type:

Full-Time Paraprofessional – Pre-4K Classroom

2023-24 School Year

Reports directly to Principal

St. John the Baptist School is seeking qualified applicants for a Paraprofessional for our pre-4K classroom. The paraprofessional will work daily in a Catholic faith-filled teaching environment focused on the development of the whole student — intellectually, spiritually, physically, emotionally and socially.

The ideal candidate has experience in this role and is flexible in adapting to the changing demands of a classroom. This person will work closely with an assigned teacher and provide support by working with students individually and in groups, assisting with lesson plans and materials, grading homework, and writing progress reports. In order to thrive in this role, the paraprofessional must be caring, compassionate, and committed to each student's success.

Objectives of this role:

- Provide instructional reinforcement of lesson plans, under direction of classroom teacher
- Serve as a positive, nurturing guide for students
- Model the school's professional and ethical standards when interacting with students, parents, staff, and community members
- Supervise students in both instructional and assessment activities, in and out of the classroom
- Participate in planning sessions with the learning team, communicating with parents and school officials when necessary

Responsibilities:

- Co-teach lesson components, as determined by the teacher, by leading small-group and individual discussions and reviewing classwork
- Attend to students' physical, personal, academic, and emotional needs, providing assistance with language translation and hygiene when necessary
- Organize classroom and teaching materials, and verify and track student attendance
- Perform clerical duties such as typing, filing, and photocopying; grade tests and homework; track student progress
- Establish and maintain collaborative working relationships with students, parents, and staff, and participate in parent-teacher conferences and faculty meetings and events

Required skills and qualifications:

- High school diploma or GED
- Experience working with students
- Effective communication skills with adults and children
- Understanding of basic principles of childhood development
- Familiarity with educational software and willingness to learn new systems
- Certification in first aid and CPR
- Preferred skills and qualifications
- Associate degree (or equivalent) in early childhood development or education
- Certification in teaching
- Experience with special-needs students
- Practicing Catholic

St. John the Baptist is an elementary Pre-K – 8 Catholic school in Plattsmouth with exceptional academic, faith-based traditions and a supportive community. To apply for the position, please email your resume to Mr. Mark Zulkoski at mark-Zulkoski@cdolinc.net.