

Vacancy Posting

**To:** Educational Support Professionals

**From:** Kirchers Leday, Chief Human Resources Officer

**Subject:** Vacancy

**Posting date:** April 10, 2017

**JOB ID: 1338**

**POSITION:** Instructional Assistant Preschool

(7.5 hours per day, 181 days per year, Location: District Wide)

**CLASSIFICATION:** INST01 ($14.59-$17.63 per hour)

**CLOSING DATE:** Until filled

**PROCEDURE:**

External and internal candidates can apply on-line at www.westminsterpublicschools.org by 4 PM of the closing date. For all current District employees, please submit Online Internal Application along with an updated resume and any other documents pertaining to the position by 4pm of closing date. A complete application package includes the following:
\*Application
\*Resume
\*Official college transcripts OR ParaPro PRAXIS/Workkeys exam results

INCOMPLETE APPLICATIONS & RESUMES RECEIVED IN LIEU OF APPLICATIONS WILL NOT BE CONSIDERED.

#### MINIMUM QUALIFICATIONS:

\*For all Instructional Assistant applicants, you must possess an Associate Degree, two years of college (48 credits) or have passed the Paraprofessional PRAXIS Test prior to start.
\*CDHS Child Care licensing courses (minimum of ECE 101 and another ECE class)
\*Must pass various pre-employment background screenings
\*Ability to work with and understand the needs of students
\*Computer experience
\*Experience with preschool aged children desired
\*Bilingual desired
\*Must be able to read, write, and comprehend English
\*Experience and/or skills working with culturally diverse population desired

#### JOB RESPONSIBILITIES:

\*Ensures that materials for activities designed by the teacher are ready upon arrival of students
\*Assists in maintaining a safe learning environment for all children
\*Assists with group or individual instruction
\*Ensures student safety in a variety of settings
\*Assists classroom teacher with the development of weekly lesson plans
\*Participates with other members of the staff in cooperative efforts
\*Ensures that parents are informed of upcoming events and opportunities for parent participation
\*Completes clerical duties as assigned by the classroom teacher
\*Maintains accurate records of attendance, progress and personal student information
\*Completes all other assigned duties which are building wide shared responsibilities

# **Westminster Public Schools is an Equal Opportunity Employer. District policy prohibits discrimination against any applicant on the basis of race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status, or disability. Complaints in these matters should be addressed to the Chief Human Resources Officer, 6933 Raleigh Street, Westminster, CO 80030, phone: (303) 428-3511. Although the position is based at a school/department, the employer is Westminster Public Schools.**