

Description:

The Ballard R-II school district is seeking a highly qualified candidate to fill a part time paraprofessional at Ballard R-II. This part-time position is working with students K-5th grade in the library. This position is from 7:40 a.m. – 11:00 a.m. but time may be negotiated depending on the experience of the candidate. A successful candidate will possess a paraprofessional certification or a substitute certificate. Additionally, a successful candidate will possess the ability to actively engage elementary students in the learning process, the ability to provide opportunities for individuals to achieve their maximum potential, and the ability to learn the library filing and book check-out process. Individuals should have the ability to interpret and utilize data to support curriculum decisions while fostering a spirit of teamwork and collaboration. Ballard is a K-12 district of approximately 105 students located on highway 18 between Clinton and Adrian; within 45 minutes south of the KC metro area and 20 minutes west of Truman Reservoir.

Essential Functions:

- Acts as the responsible agent for the direct instruction of elementary students on library etiquette
- Maintains clear and up to date lesson plans for 1 library period each day, but for a different age group each day
- Employs a variety of instructional techniques, technology, and instructional media consistent with the needs and capabilities of the individuals or student groups involved
- Differentiate instruction for individual students based on their unique learning needs.
- Maintains confidentiality and nonjudgmental views of children and families served.
- Support individual student needs through collaboration with other staff members
- Takes necessary and responsible precautions to protect students, equipment, materials, and facilities.
- Assists the administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules of behavior and procedures in the classroom and maintains order in the classroom in a fair and just manner. Encourages students to set and maintain standards of classroom behavior
- Participate in professional development when and if necessary
- Performs campus supervision as needed or directed by supervisor
- Performs other duties as assigned at the request of the administration

The Successful Candidate Will:

- Develop a library program to meet individual needs, interests and abilities of students
- Creates lesson plans that reflect library standards
- Provide positive feedback to students
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Establishes positive secure relationships with students
- Maintains discipline in the classroom
- Possess effective communication skills

Other information:

Send your completed packet (letter of interest, resume, completed certified application-found on our website, transcripts, teaching certification, and 3 letters of recommendation) to Stephanie Nold, Principal via email or US Mail to the following: snold@ballard.k12.mo.us or 10247 NE State Rt. 18 Butler, MO 64730. You may also hand deliver your application to the address listed. Additionally, please follow up with a phone call to ensure your application has been received at 816-297-2656 or if you have questions about this position please call. The position will be open until filled. Ballard R-2 School District is an equal opportunity employer. www.ballardr2.net.