



Melbourne School District

MSD...The Place to Be!

JOB TITLE

Self-Contained Special Education Aide

LOCATION: Melbourne Elementary	CLASSIFICATION: Classified
REPORTS TO: Principal	CONTRACT: 180 Day (for full year)

POSITION SUMMARY

A successful candidate would possess a positive and professional attitude, be dependable, flexible, organized and able to provide support in various parts of the campus

SKILLS & ABILITIES

- Hold an Associate's degree from an accredited university **or** a passing score on the Para-Pro Test
- Completed 6 hours of online paraprofessional training
- Ability to work independently and in a team setting
- Maintain confidentiality regarding student needs
- Maintain effective working relationships with students, staff and parents

ESSENTIAL DUTIES

- Deliver educational interventions designed by Special Education teachers to help students meet academic, life skill, behavioral, physical, social and emotional goals
- Collect data (e.g. behavior, completed assignments, on/off task times, etc.) to document goal progress and performance
- Work with individual or small groups of students as assigned by the teacher
- Assist students in transition from self-contained classroom to general education setting

Please send your resume and application to Nichole Parks or Toni Lawrence via email or mail:

Nichole.Parks@melbourneschools.org

toni.lawrence@melbourneschools.org

P.O. Box 250
Melbourne, AR 72556

Drop off at: 65 Bearkat Drive
Melbourne, AR 72556

**Applications can be found on our website at bearkat.k12.ar.us, under the District Information tab, or picked up in our Central Office located at 65 Bearkat Drive.*