

Cedar Mountain School District

JOB DESCRIPTION

Job Title: Para Professional

Reports to: Building Principal

FLSA Status: Hourly

Schedule: Monday - Friday 7:35am - 3:35pm

Position Available: 2025-2026 school year



NATURE OF WORK

- Provide students with assistance and/or intervention opportunities in various subjects based on job assignment
- Work with students to provide assistance and support, as well as monitor student progress.
- Perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

IDEAL EDUCATION AND EXPERIENCE

- Two (2) years post-secondary education OR a passing ParaPro Score preferred
- Must take and pass PCA test
- Prior paraprofessional experience preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administering educational and school support programs
- Communicating effectively with children and teachers
- Operating a personal computer or iPad
- Communicating effectively verbally and in writing

PHYSICAL REQUIREMENTS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Mobility to work in a classroom setting
 - Ability to use standard equipment
 - Ability to sit or stand as the job requires
 - Ability to lift and carry up to 20 pounds
 - Ability to read printed materials and computer screens
 - Hearing and speech abilities to be able to communicate in person or over the telephone

To Apply

- Fill out an application on cms.mntm.org
- Contact - Julia Garms, Elementary Principal - jgarms@cedarmt.org