

Wabash City Schools - OJ Neighbours Elementary  
**SUPPORT SERVICES INSTRUCTIONAL PARAPROFESSIONAL**  
JOB DESCRIPTION

**QUALIFICATIONS:**

1. High School Diploma or Equivalent
2. Associates Degree/60 College Credit Hours or Paraprofessional License
3. Demonstrate Confidentiality

**TERM:** 181 Days

**REPORTS TO:** Building Principal

**JOB DUTIES:**

1. Administers tests, homework, make-up work, etc. for the purpose of assisting teachers and students.
2. Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
3. Make sure students have proper supplies.
4. Assists in organizing student folders.
5. Operate and cares for equipment or instructional materials used in the classroom
6. Distribute and collect instructional materials as directed by the teacher.
7. Assist with the supervision of students during meals, emergency drills, assemblies, play periods, or field trips.
8. Assist with supervision of daily routines and schedules.
9. Provide information and assistance to a substitute teacher should one be assigned.
10. Maintains confidentiality.
11. Other duties as assigned by the building administrator.

**TO APPLY:**

1. Download, complete and submit the support staff application to Beth Phillipy, OJ Neighbours Principal at 1545 North Wabash Street, Wabash, IN 46992.
2. The application can be located at [WCS Website](#) by going to "Resources: Employment."

**DETAILS:**

1. Hours per week: 29.75 hours
2. Pay Rate: \$11.00 per hour