



# MANCHESTER PUBLIC SCHOOLS



**POSITION AVAILABLE**  
**NON-CERTIFIED**  
**PARAPROFESSIONAL**  
**(SPECIAL EDUCATION CLASSROOM OR 1:1)**

**CLOSING DATE: OPEN UNTIL FILLED**  
(APPLICATIONS MUST BE RECEIVED IN HUMAN RESOURCES BY 4:00 P.M.)

**SUMMARY OF POSITION:**

Under the supervision of the principal of a school, this position assists with instruction, support functions, and student supervision in various classrooms within a school.

**KNOWLEDGE/SKILLS AND TRAINING:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIREMENTS/CERTIFICATIONS:**

High school diploma and previous experience with children of appropriate grade level required. Teacher aide course or related experience preferred. **Must have associate's degree or equivalent, or pass ParaPro test.** **Link to information on ParaPro test [www.ets.org/parapro](http://www.ets.org/parapro) or call 1-800-792-9476.**

Job descriptions are available in the Human Resources Department, 45 North School St., Manchester, CT 06042. You can also call the Job Line at (860) 647-3408 or visit our website at:

To apply online, please visit <https://selfserve.townofmanchester.org/mss/>. Applications must be received in Human Resources Department by 4:00 p.m. on month/day/year or must be postmarked by day/month/year. **NO FAXED OR E-MAILED RESUMES AND/OR APPLICATIONS WILL BE ACCEPTED.**

*The Manchester Public Schools shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.*

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

Personnel Req#: