Rock Valley Community Schools is accepting applications for the position of:

Temporary Part-Time Elementary Paraeducator

INTERNAL APPLICANTS: If you are interested in applying for the position, please complete the Internal Employee Transfer Application.

EXTERNAL APPLICANTS: If you are interested in applying for the position, please complete the Classified Employee Application.

If you have any questions regarding the position, please talk to Mr. Kobe Lutjens at klutjens@rvcsd.org or 712-476-2701.

AA/EOE

Paraeducator

REPORTS TO	Building Principal
FLSA STATUS	Non-Exempt
STATUS	Temporary, Part- Time, Hourly
POSITION INVENTORY	Classified
DATES	November 18 - December 22, 2026 & January 5 - January 12, 2027
HOURS	8:00AM - 1:45PM

JOB SUMMARY

The paraeducator provides instructional, behavioral, and/or physical support to students under the supervision of a certified teacher or school staff. This role assists with student homework, supporting student learning, monitoring classroom activities, and ensuring a safe, inclusive, and positive educational environment. Paraeducators may work one-on-one with students, in small groups, or within the general classroom setting to meet diverse learning and behavioral needs.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist in establishing a positive learning environment and respond to the individual needs of students.
- Assist in managing the behavior of the student(s).
- Ability to work successfully with students individually or in groups.
- Ability to follow direction and assist other associates and teaching staff in educating students with special needs.
- Understands the role of adapting instructional activities to assist the students and supports the student both cognitively and physically in the classroom.
- Assist in recording attendance, health records, observations, and charting behavior.
- Supervise students in all school settings.
- Attends required meetings, participates fully, and provides feedback about the education of students.
- Understands and implements policies and procedures aligned with our educational program.
- Develops and maintains an effective level of communication with appropriate personnel, maintains confidentiality and completes necessary paperwork or reports required in the program.
- Performs other duties as assigned by the Superintendent or Principal.

OTHER JOB FUNCTIONS

- Knowledge of district and school policies and procedures.
- Experience working with children and adults with varying abilities and interests.
- Comfort with technology and openness to learn.

- Ability to effectively communicate with and present information to individual students, small groups, classes, and staff.
- Ability to understand complex, multi-step written and verbal instructions.
- Ability to maintain composure under stressful situations, communicate with diverse groups, and adapt to changing work priorities.
- Skill in managing frequent interruptions.
- Ability to maintain confidentiality.

QUALIFICATIONS
Minimum qualifications include a valid High School Diploma or GED. Employees are expected to demonstrate continued professional growth specific to the program(s).

COMMUNICATION SKILLS
Strong written and verbal communication skills are critical to the success of this position. Must possess the ability to communicate effectively with a variety of individuals and groups from all levels of the organization, including staff, principals, and central administration. Communication will include individual to large group presentations as well as written communications and reports. Individual must have effective listening skills.

TECHNOLOGY SKILLS
Position requires the individual to be competent in a variety of methods in research and information gathering through technology. The ability to present and communicate through technology is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT
This position will require physical demands that include constant standing, walking, reaching, pushing/pulling, lifting under 70 pounds, and carrying items at least 35 feet. The noise level in the work environment is usually moderate. Generally, employee works inside.

EQUAL EMPLOYMENT OPPORTUNITY
The Rock Valley Community School District is an EEO/AA employer. It is the policy of the Rock Valley School District not to illegally discriminate on the basis of race, color, creed, sex, national origin, religion, age, sexual orientation, pregnancy or related condition or disability in its employment practices.

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.