



LAWTON COMMUNITY SCHOOLS

NOTICE OF VACANCY

Position: Library Aide/Paraprofessional
Reports to: David Williams
Classification: Aide
Hours: 7:30am– 3:00pm (7 hours) - School year only
Wage: \$12.79-\$14.32; per LESPA Master Agreement 2024-2027
Starting Date: August 25, 2024
Benefits: No benefits

QUALIFICATIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Experience working with learners in the special and/or general education setting and/or willingness to learn techniques to work with these learners
2. Have the philosophy that all children can learn when provided with the appropriate instruction and support
3. Possess good mastery of basic academic skills so as to assist students in 1:1 or small group setting with academic learning
4. Ability to work collaboratively with staff
5. Willingness to collaborate in development and implementation of academic and behavioral interventions as determined by the IEP team
6. Ability to remain objective, calm, and neutral when responding to student needs
7. Possess basic technology skills such as Google Suite, Word, and applications needed for the job

ESSENTIAL JOB FUNCTIONS:

1. Assist teachers in the classroom to support student learning
2. Check out books to students and ensure their return
3. Organize and maintain the library books
4. Order books to meet the needs of the students
5. Collaborate with staff regarding the library space and how to support student learning
6. Supervise 5th grade students in the morning before school starts
7. Follow through on assigned responsibilities within agreed-upon timelines
8. Follow Lawton Community Schools policies and procedures
9. Perform other duties as assigned by the Principal

Anyone that is interested in the above position, please send a resume and email to David Williams, Principal, at dwilliams@lawtoncs.org.

Posted: 06.18.24