



Richmond School
700-585 Richmond Road E
Susanville, CA 96130

Telephone (530) 257-2338
Fax (530) 257-6398

CLASSIFIED POSITION

POSITION: Paraprofessional, 5.75 Hours/Day

LENGTH OF WORK YEAR: August through June **POSITION AVAILABLE:** 03/23/2026

SALARY AND BENEFITS:

Salary Range: Appropriate placement on salary schedule dependent upon education and experience.
(\$17.51 - \$23.53)

JOB DUTIES (A full job description available upon request)

- Reinforce instruction to individuals or small groups of students in a variety of subjects.
- Support the assigned teacher's style of classroom management.
- Promotes safe practices in classroom and playground activities by following all health and safety rules.
- Communicates student performance and behavior to teacher.
- Provides support to teacher by setting up work areas, displays and exhibits.
- Performs a variety of clerical duties such as preparation of instructional materials, scoring papers and maintaining simple records and files.
- Attends and participates in in-service activities and staff meetings as assigned.
- Establishes and maintains cooperative and effective working relationships with staff, students, parents, administrative personnel and others contacted in the course of work.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Must possess a high school diploma or equivalent.
- Associates Degree, 48 college units, or successful passage of the CODESP
- Current First Aid and CPR certification is desirable.

APPLICATION PACKETS MUST INCLUDE THE FOLLOWING:

Complete Ed-Join Online Application through EdJoin.org/application w/Richmond School District Office
Letter of Application/Interest
Resume
Three letters of reference
Documentation college units, AA degree, or successful passage of the CODESP

***APPLICATION WITHOUT REQUIRED DOCUMENTS WILL NOT BE ACCEPTED**

APPLICATION PERIOD: Open Until Filled

TO APPLY, CONTACT: Jeanette Goni, Chief Business Official
Richmond Elementary School District
(530) 257-2338
Email: jgoni@richmondelementary.com
Or
Online Application at EdJoin.org

**EQUAL OPPORTUNITY EMPLOYER
BACKGROUND INVESTIGATIONS WILL BE CONDUCTED**