



**DARIEN PUBLIC SCHOOLS – DARIEN, CT**

**January 7, 2025**

**VACANCIES: 2025 SPECIAL EDUCATION PARAPROFESSIONALS  
EXTENDED SCHOOL YEAR (ESY) and EARLY LEARNING PROGRAM (ELP)**

**SITES: Darien High School; Ox Ridge School  
Darien High School; Ox Ridge School  
K-12 Program at Darien High School**

- Orientation/Set-Up Date: June 20, 2025
- ESY Program Start Date: June 23, 2025
- ESY Program End Date: July 25, 2025
- Staff Hours: 8:00 a.m.-12:45 p.m., Monday-Friday
- Student Hours: 8:30 a.m. - 12:30 p.m., Monday-Friday

**Early Learning Program/Kindergarten Readiness at Ox Ridge**

- Orientation/Set-Up Date: June 20, 2025
- ESY Program Start Date: June 23, 2025
- ESY Program End Date: July 24, 2025
- Staff Hours: 7:15 a.m.-12:00 p.m., Monday-Thursday
- Student Hours: 7:45 a.m. – 11:45 a.m., Monday-Thursday

**Bridge Week 1 (No Friday)**

- July 28, 2025 – July 31 for DHS Site
- July 28, 2025 – July 31 for ELP Site (8:30 a.m.-12:00 p.m.)

**Bridge Week 2 (No Friday)**

- August 4, 2025 – August 7 for DHS Site
- August 4 2025 – August 7 for ELP Site, (8:30 a.m.-12:00 p.m.)

## **DUTIES AND RESPONSIBILITIES (per direction of supervising teacher):**

- Provide practice instruction to students as directed
- Implement behavior intervention plans
- Assist in the supervision of students
- Provide physical assistance based on student need, including but not limited to lifting, transferring, moving from class to class, feeding, toileting, restraining
- Take data on students' academic and/or behavior performance
- Participate in training activities as required by the District
- Perform other duties as directed by the building administrator and/or supervising teacher, which are related to facilitating success (i.e. instructional, social, behavioral) for students with disabilities
- Perform other related duties as assigned

## **JOB SPECIFICATIONS:**

### **Candidates must:**

- Be at least 18 years of age
- Have a high school diploma or equivalent
- Be capable of physically assisting students with special needs as required (positioning, lifting up to 40 pounds, transferring, safety holds, toileting, etc.)
- Have demonstrated ability to work effectively under the direction of others
- Have demonstrated ability to work cooperatively with others
- Have willingness to assume any responsibilities as directed by supervisor appropriate for the position
- Have demonstrated reliability and punctuality
- Have demonstrated ability to implement behavior intervention plans with fidelity
- Have demonstrated ability to take data with fidelity
- Have demonstrated ability to maintain confidentiality of student information
- PMT or other crisis management certification preferred

If all of the above are met, preference will be given to those whose skills and abilities match the needs of the students.

**COMPENSATION:** Per the Agreement between The Darien Board of Education and the Paraprofessionals' Union

**APPLICATION PROCESS – INTERNAL APPLICANTS:** Internal applicants (employees of the Darien Public Schools) must indicate their interest in a summer assignment on the Google Doc available here:

[HERE](#)

not later than **February 1, 2025**. **THESE POSITIONS ARE FOR CURRENT DARIEN PUBLIC SCHOOLS STAFF ONLY. OFFICIAL DARIEN PUBLIC SCHOOLS EMAILS MUST BE USED IN ORDER TO ACCESS THE SURVEY. ACCESS WILL NOT BE GRANTED FOR PRIVATE EMAIL ADDRESSES.** Paper and emailed materials **will not** be accepted from internal applicants.

**APPLICATION PROCESS – EXTERNAL APPLICANTS:** External applicants must submit an electronic application via Applitrack: [www.darienps.org](http://www.darienps.org), Departments, Employment Opportunities. Supporting documentation, such as a cover letter, resume, and three letters of recommendation, must be uploaded to the electronic application. Paper and emailed applications and documents **will not** be accepted from external applicants.

**NOT LATER THAN FEBRUARY 1, 2025**

**NONDISCRIMINATION STATEMENT**

*Darien Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. Darien Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Darien Public Schools nondiscrimination policies should be directed to: **Marjorie B. Cion**, Director of Human Resources, [mcion@darienps.org](mailto:mcion@darienps.org), 203-656-7400, Board of Education Offices, 35 Leroy Avenue, Darien, CT 06820.***